Ontario Universities' Application Centre

Counsellors' Online Services User Manual

2012–2013

Updated: September 21, 2012

ONTARIO UNIVERSITIES' APPLICATION CENTRE
CENTRE DE DEMANDE D'ADMISSION AUX UNIVERSITÉS DE L'ONTARIO

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http://guidance.ouac.on.ca

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1.0: Introduction

This manual replaces the *2011-2012 Counsellors' Online Services User Manual* that was published on September 30, 2011.

Counsellors' Online Services (COLS) is a collection of web-based services intended to provide authorized Ontario secondary school officials with user-friendly access to the information that is on file for students in the OUAC database.

COLS is available 19 hours a day, 7:00 a.m. to 2:00 a.m., Eastern Time (ET).

Useful Links

Counsellors' Online Services link:
http://guidance.ouac.on.ca

General Undergraduate Application website:
www.ouac.on.ca/applications/

101 Application website:
www.ouac.on.ca/ouac-101/

The Guidance website:
http://guidance.ouac.on.ca

Ce document est également disponible en français : http://orientation.ouac.on.ca.

You can download and print additional copies of this publication at: http://guidance.ouac.on.ca.

To obtain this document in an alternative format, contact:

Ontario Universities' Application Centre (OUAC)
170 Research Lane
Guelph ON N1G 5E2

Telephone: 519-823-1940
Fax: 519-822-1682
Email: access@ouac.on.ca
Website: www.ouac.on.ca/about-accessibility/

2.0: COLS Login

COLS can be found on the OUAC's guidance counsellor website at: http://guidance.ouac.on.ca.

Simply select "Log in" on the right-hand side of the page, directly below the "Counsellors' Online Services" heading (Fig. 1).

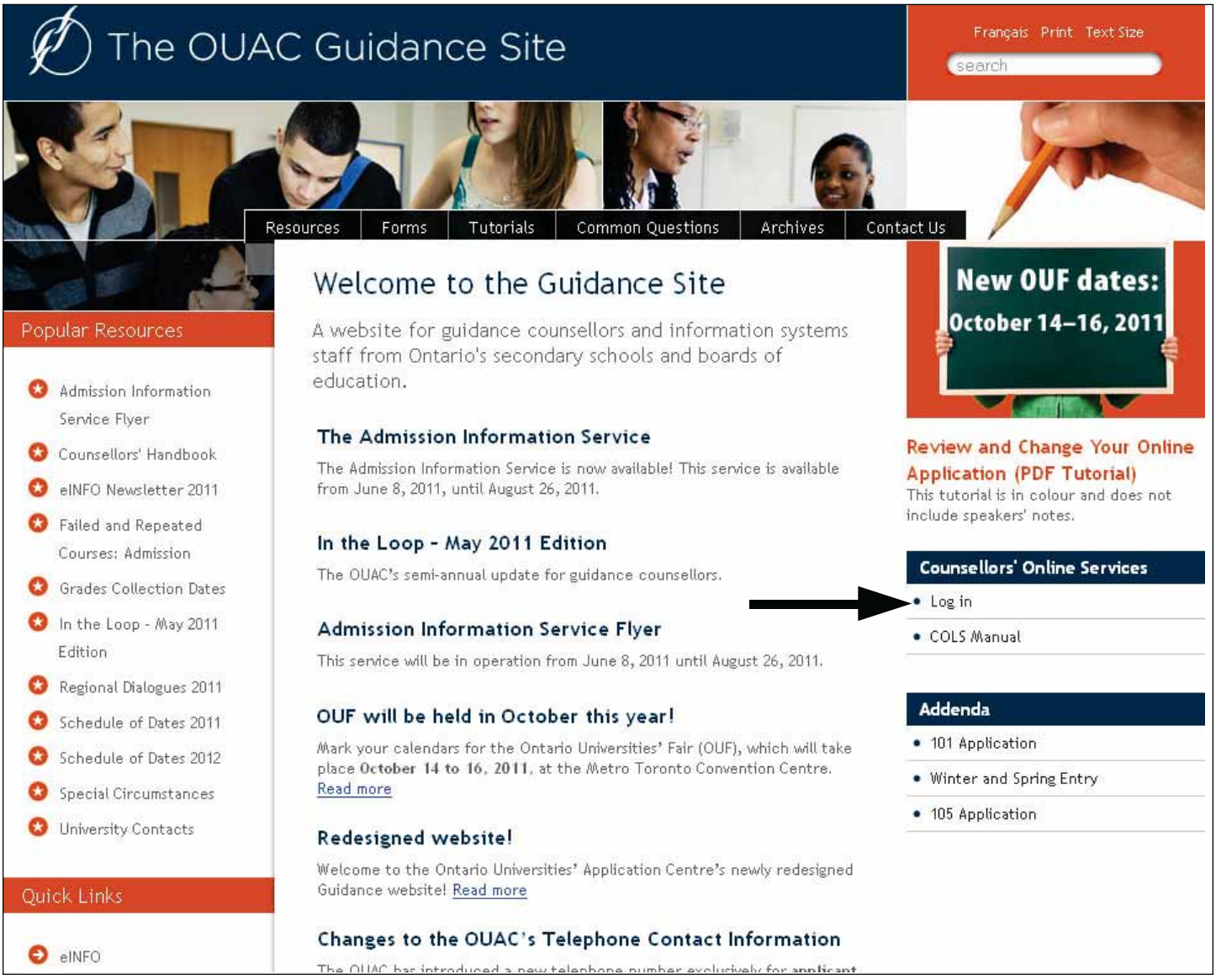

The OUAC Guidance Site
Français Print Text Size
search
Resources
Forms
Tutorials
Common Questions
Archives
Contact Us
Popular Resources
Admission Information Service Flyer
Counsellors' Handbook
eINFO Newsletter 2011
Failed and Repeated Courses: Admission
Grades Collection Dates
In the Loop - May 2011 Edition
Regional Dialogues 2011
Schedule of Dates 2011
Schedule of Dates 2012
Special Circumstances
University Contacts
Quick Links
eINFO
Welcome to the Guidance Site
A website for guidance counsellors and information systems staff from Ontario's secondary schools and boards of education.
The Admission Information Service
The Admission Information Service is now available! This service is available from June 8, 2011, until August 26, 2011.
In the Loop - May 2011 Edition
The OUAC's semi-annual update for guidance counsellors.
Admission Information Service Flyer
This service will be in operation from June 8, 2011 until August 26, 2011.
OUF will be held in October this year!
Mark your calendars for the Ontario Universities' Fair (OUF), which will take place October 14 to 16, 2011, at the Metro Toronto Convention Centre.
Read more
Redesigned website!
Welcome to the Ontario Universities' Application Centre's newly redesigned Guidance website! Read more
Changes to the OUAC's Telephone Contact Information
New OUF dates:
October 14–16, 2011
Review and Change Your Online Application (PDF Tutorial)
This tutorial is in colour and does not include speakers' notes.
Counsellors' Online Services
Log in
COLS Manual
Addenda
101 Application
Winter and Spring Entry
105 Application

Fig. 1

Log in to COLS using your personal user ID and password. For security and confidentiality reasons, all users must register each year, even if they were authorized users in the previous year. User IDs and temporary passwords are emailed to school officials starting in late September, once registration forms are completed by the school and returned to the OUAC. You will be required to reset your password and select a challenge question and answer the first time you log in each year (Fig. 2).

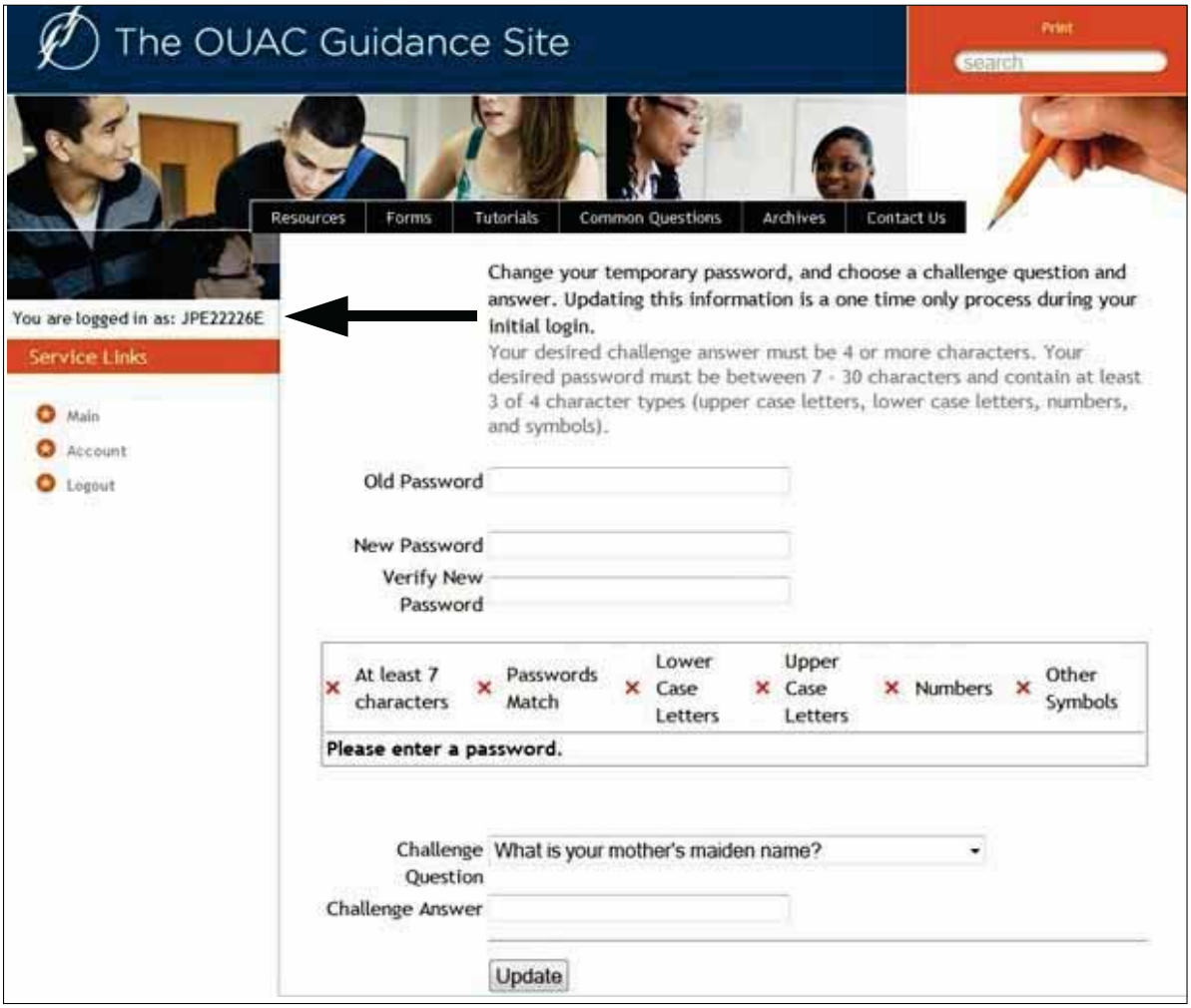

The OUAC Guidance Site
Print
search
Resources
Forms
Tutorials
Common Questions
Archives
Contact Us
You are logged in as: JPE22226E
Service Links
Main
Account
Logout
Change your temporary password, and choose a challenge question and answer. Updating this information is a one time only process during your initial login.
Your desired challenge answer must be 4 or more characters. Your desired password must be between 7 - 30 characters and contain at least 3 of 4 character types (upper case letters, lower case letters, numbers, and symbols).
Old Password
New Password
Verify New Password
At least 7 characters
Passwords Match
Lower Case Letters
Upper Case Letters
Numbers
Other Symbols
Please enter a password.
Challenge Question
What is your mother's maiden name?
Challenge Answer
Update

Fig. 2

3.0: Navigating COLS

The following pages provide definitions of some of the terminology associated with the screens that you will encounter while navigating the site.

Title Bar

Across the top of the screen is the COLS title bar (Fig. 3).

Fig. 3

Left-hand Menu Bar

The left-hand menu bar (Fig. 4) allows you to move quickly between the screens of COLS. Please keep in mind that when using functions that create/change data, such as "Create a PIN", "Data Upload/Download" and "Academic Updates", you should complete and save your work in that function before moving to another function.

Fig. 4

Button

Clicking a button will cause an action to occur. Figure 5 depicts three buttons: "Drop Checked Course(s)", "Add Course(s)" and "Return to Student List".

Fig. 5

Text Box, Drop-down Menu and Check Box

The screen below (Fig. 6) illustrates the three ways that information may be entered.

1. **Drop-down menu**: Click the downward arrow to view a selection of values. Then click the appropriate value to select it. "Completion Date", "Credit", "Mark", "Grade Type", "Language of Instruction", "Delivery" and "Course Type" have drop-down menus.
2. **Check box**: The "Notes" field uses check boxes. One or more boxes can be clicked to check/uncheck the box.
3. **Text box**: Click the box and type the information into the box. The "Mident" field uses a text box.

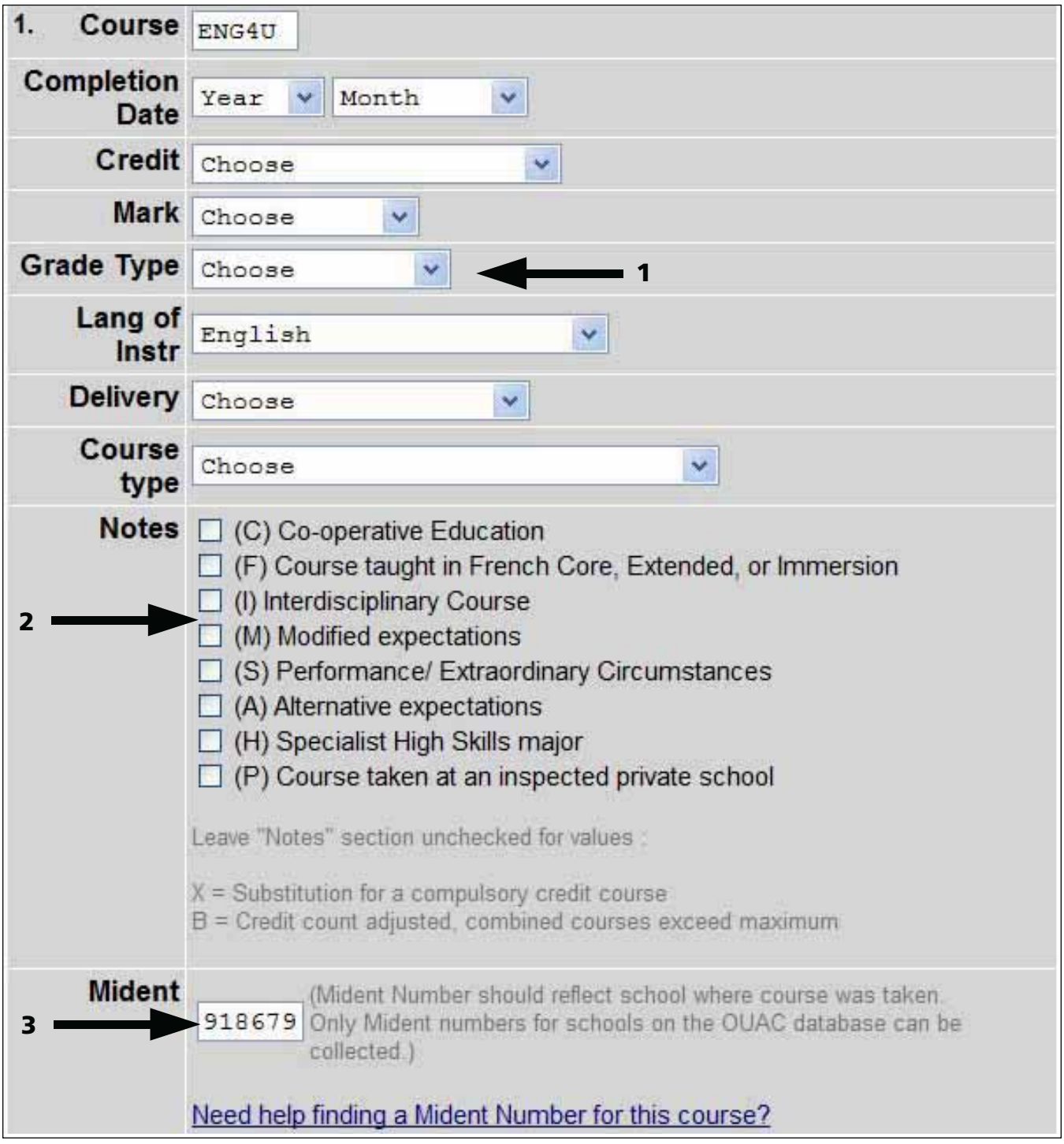
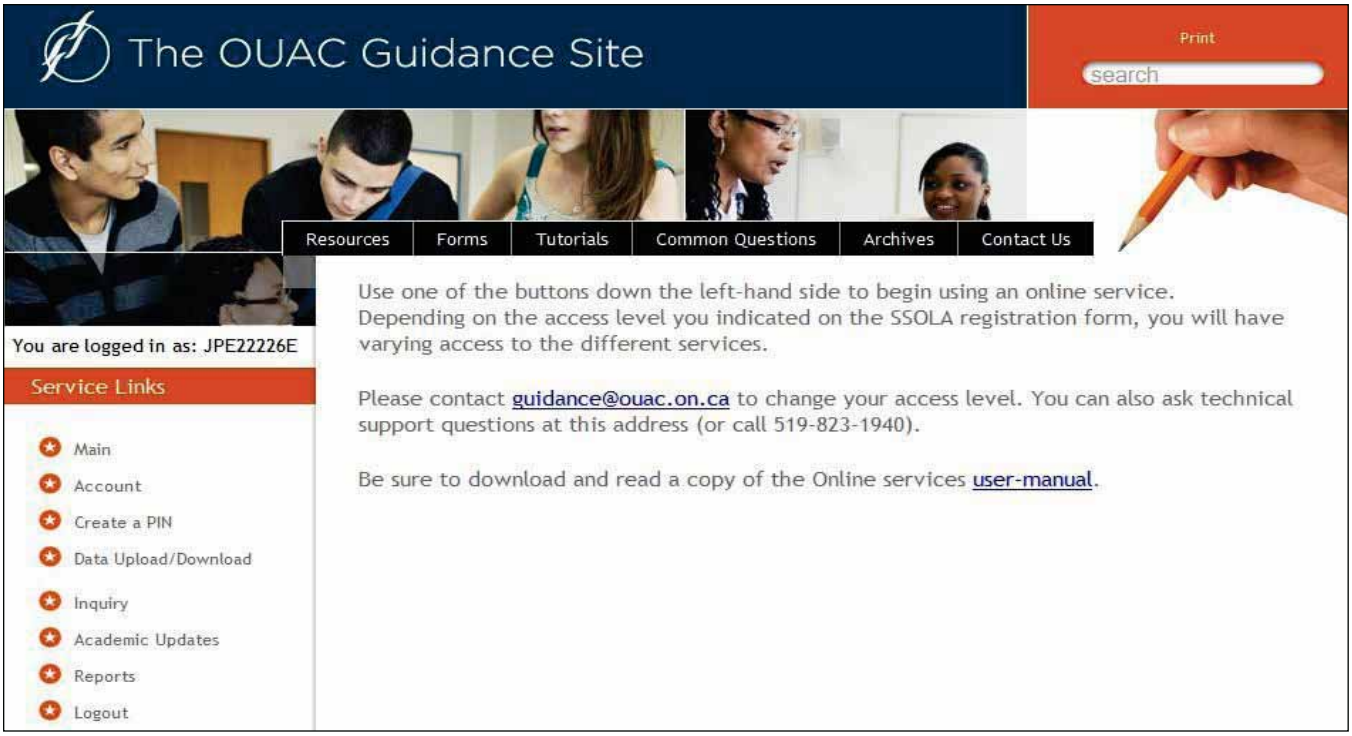


Fig. 6

4.0: Access Levels to COLS

Note the functions available on the left-hand menu bar (Fig. 7). Since users are granted different access levels to COLS, some will be able to use all of the functions on the left-hand menu bar while others will only be able to use some of those functions.


The OUAC Guidance Site
Print
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Tutorials
Common Questions
Archives
Contact Us
Use one of the buttons down the left-hand side to begin using an online service.
Depending on the access level you indicated on the SSOLA registration form, you will have varying access to the different services.
Please contact guidance@ouac.on.ca to change your access level. You can also ask technical support questions at this address (or call 519-823-1940).
Be sure to download and read a copy of the Online services user-manual.
You are logged in as: JPE22226E
Service Links
Main
Account
Create a PIN
Data Upload/Download
Inquiry
Academic Updates
Reports
Logout

Fig. 7

In September, the principal/vice-principal at your school assists guidance staff in completing registration forms for access to COLS.

On the registration forms, each registrant is given a specific level of access. One individual at your school is given "**Administrator level**" access. This individual has **access to all functions** provided in COLS.

Other individuals at your school could be registered with one or more of these levels of access:

- Inquiry
- Inquiry and Academic Updates
- Submit Electronic Data

The chart on the right indicates the menu options available to individuals, depending on the level of access indicated on their registration form.

If an individual is given more than one access level on the registration form, the functions available are cumulative.

For example, if someone is given access to the "Inquiry" and the "Submit Electronic Data" options, then after logging in, the individual is able to access the options for both levels:

- Account Information
- Data Upload/Download
- Inquiry
- Reports

Access Level	Functions Available
Inquiry	• Account Information • Inquiry • Reports
Inquiry and Academic Updates	• Account Information • Create a PIN • Inquiry • Academic Updates • Reports
Submit Electronic Data	• Account Information • Data Upload/Download

5.0: Account Information

When you select "Account", the system displays your user ID and the last time you were logged in to the system (Fig. 8). This screen also allows you to change your password and includes instructions for logging out of the system.

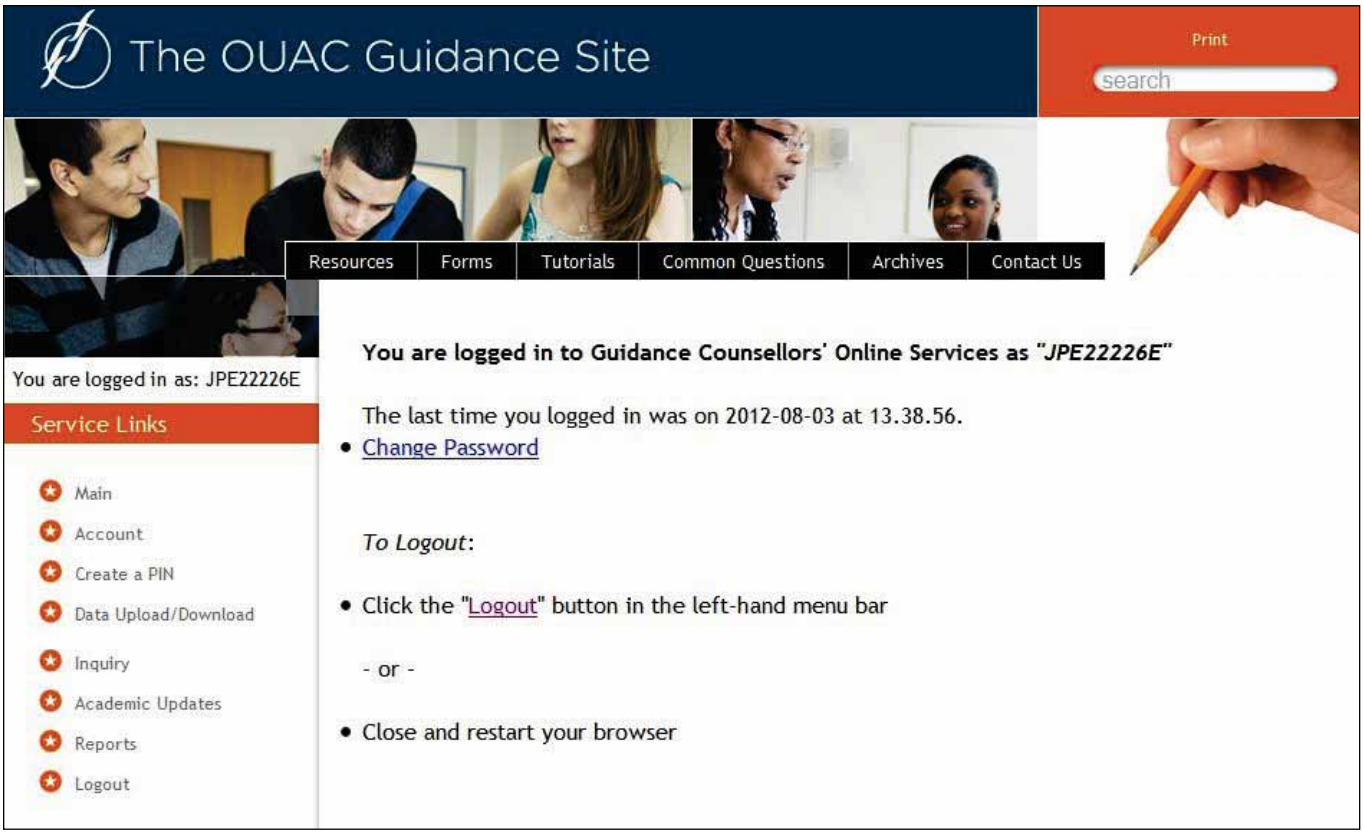


Fig. 8

6.0: Create a PIN

The "Create a PIN" function allows you to create an account for one or more students and store it on the OUAC's database. Most accounts are created when your school submits a file of demographic and academic data to the OUAC in the October/November submission. The "Create a PIN" function is used when it is not possible to submit such a file to the OUAC. For example:

- Your school does not have a computer system that generates academic data in the format required by the OUAC, as specified in the *OCAS/OUAC Secondary School Data Transmission Specification*.
- Students are applying to winter-entry programs.
- After the October/November data submission, a student transfers to your school from outside of Ontario or from a non-SSOLA school within Ontario, and the student needs to get access codes, including a PIN, in order to apply to university.
- A student who did not attend school in the fall registers at your school for the second semester.
- A student's record was inadvertently missed in the October/November data submission.

An account generated with the "Create a PIN" function will contain only minimal information about the student: his or her given name, surname, secondary school student number (SSSN) and Ontario Education Number (OEN). It will not contain any of the demographic or academic data that is normally sent in the October/November data submission.

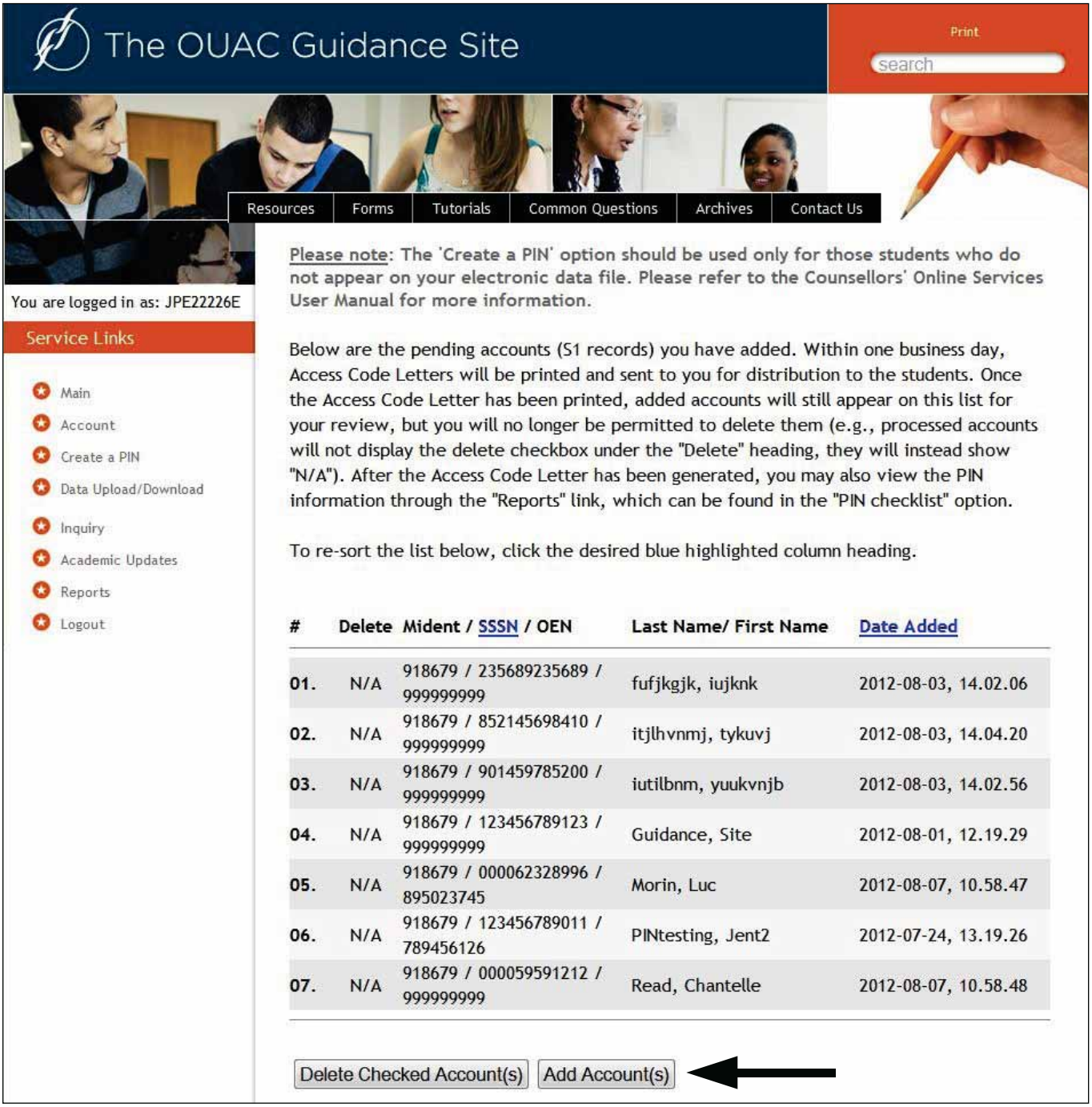
After an account has been generated using the "Create a PIN" function, the OUAC will mail an Application Access Code Letter for the student(s) and a checklist of the PINs to the guidance office. Typically, your school will receive these materials within a week of completing the "Create a PIN" function, although the timing also depends on the speed of the mail delivery service. A "current" PIN checklist of your OUAC applicants will also be available using the "Reports" option of COLS. One business day after you have created a PIN, the PIN checklist will include the newly created PIN information. You will also have the option to print individual Application Access Code Letters using the HTML version of the PIN checklist.

After students receive their Application Access Code Letter, they can log in to the online application and apply to university. Since their academic data does not exist on the OUAC database, students will not be able to view academic data at this point in the application process. After students have completed and submitted the online application and it has been processed (which takes approximately one business day), you will be required to enter their academic information using the "Academic Updates" function.

Students who apply **after** the OUAC has received an electronic grades file will need to have their current grades data added to their file. However, if the school/board has included academic data in their electronic file for the applicant in the November transmission, the OUAC will populate the grades received once the applicant has applied. Any further updates or additions to the applicant's academic data will need to be completed using the COLS "Academic Updates" option. Students whose accounts were created from the October/November data submissions will be able to review the academic data in the database when they first begin their 101 application.

After selecting “Create a PIN” from the left-hand menu bar, you will see the screen below (Fig. 9).

Click “Add Account(s)” to begin creating one or more accounts.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You are logged in as: JPE22226E
Service Links
Main
Account
Create a PIN
Data Upload/Download
Inquiry
Academic Updates
Reports
Logout
Please note: The 'Create a PIN' option should be used only for those students who do not appear on your electronic data file. Please refer to the Counsellors' Online Services User Manual for more information.
Below are the pending accounts (S1 records) you have added. Within one business day, Access Code Letters will be printed and sent to you for distribution to the students. Once the Access Code Letter has been printed, added accounts will still appear on this list for your review, but you will no longer be permitted to delete them (e.g., processed accounts will not display the delete checkbox under the "Delete" heading, they will instead show "N/A"). After the Access Code Letter has been generated, you may also view the PIN information through the "Reports" link, which can be found in the "PIN checklist" option.
To re-sort the list below, click the desired blue highlighted column heading.
Delete Mident / SSSN / OEN Last Name/ First Name Date Added
01. N/A 918679 / 235689235689 / 999999999 fufjkgjk, iujknk 2012-08-03, 14.02.06
02. N/A 918679 / 852145698410 / 999999999 itjlhvnmj, tykuvj 2012-08-03, 14.04.20
03. N/A 918679 / 901459785200 / 999999999 iutilbnm, yuukvnjb 2012-08-03, 14.02.56
04. N/A 918679 / 123456789123 / 999999999 Guidance, Site 2012-08-01, 12.19.29
05. N/A 918679 / 000062328996 / 895023745 Morin, Luc 2012-08-07, 10.58.47
06. N/A 918679 / 123456789011 / 789456126 PINtesting, Jent2 2012-07-24, 13.19.26
07. N/A 918679 / 000059591212 / 999999999 Read, Chantelle 2012-08-07, 10.58.48
Delete Checked Account(s)
Add Account(s)

Fig. 9

By selecting "Add Account(s)", you will be presented with a screen where up to five student records can be created at a time. Please note that each student must have a unique SSSN and OEN. The SSSN must be 12 digits long. If your school's student numbers are shorter than 12 digits, add zeros to the beginning of the number. For example, for a nine-digit student number of "123456789", enter "000123456789" to make 12 digits. The OEN must be nine digits long. Note: If you receive a "Duplicate" error message, a PIN may have been already assigned with an identical SSSN or OEN. Contact the OUAC's Undergraduate Division for assistance.

The "Add Account(s)" screen is depicted below (Fig. 10).

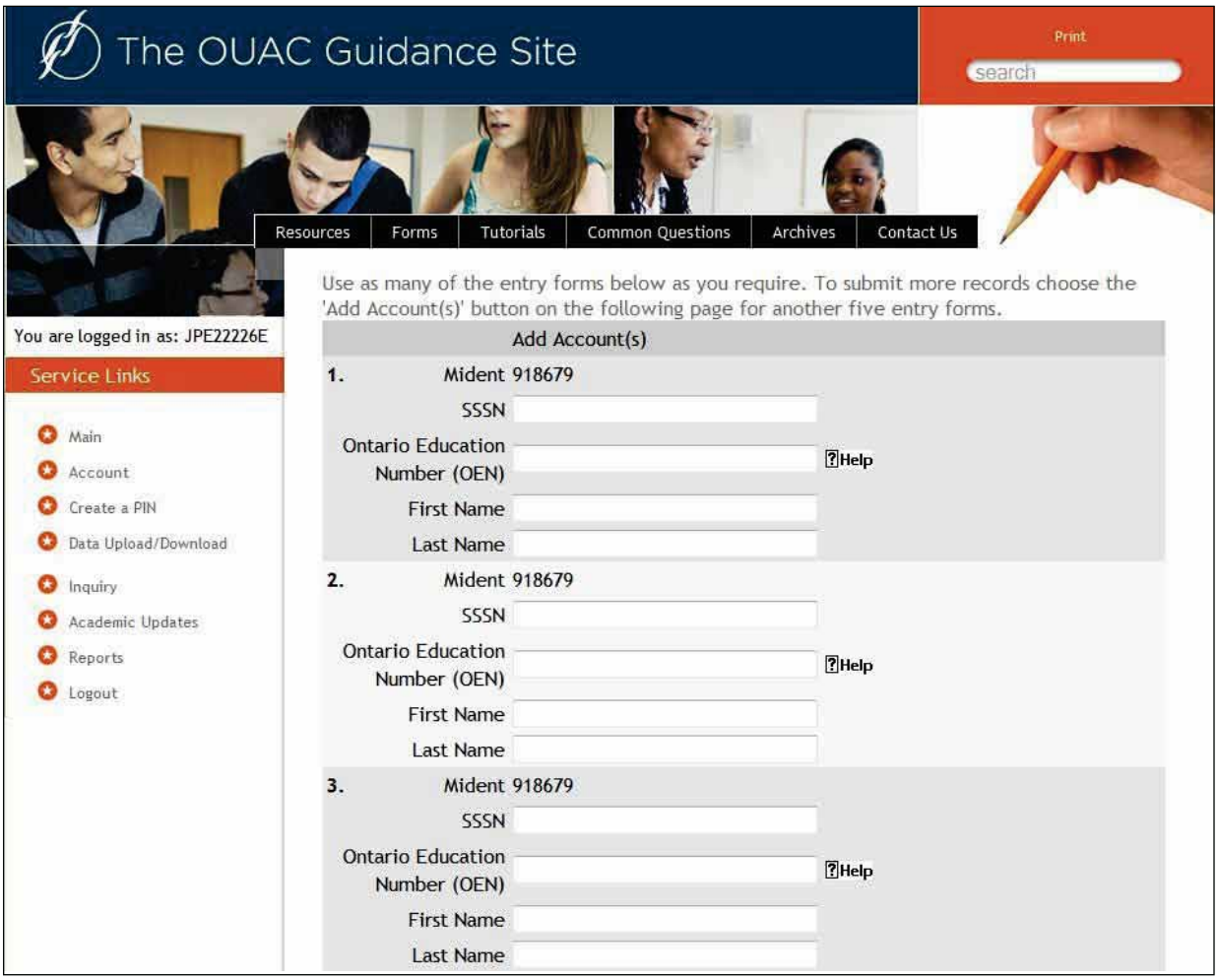
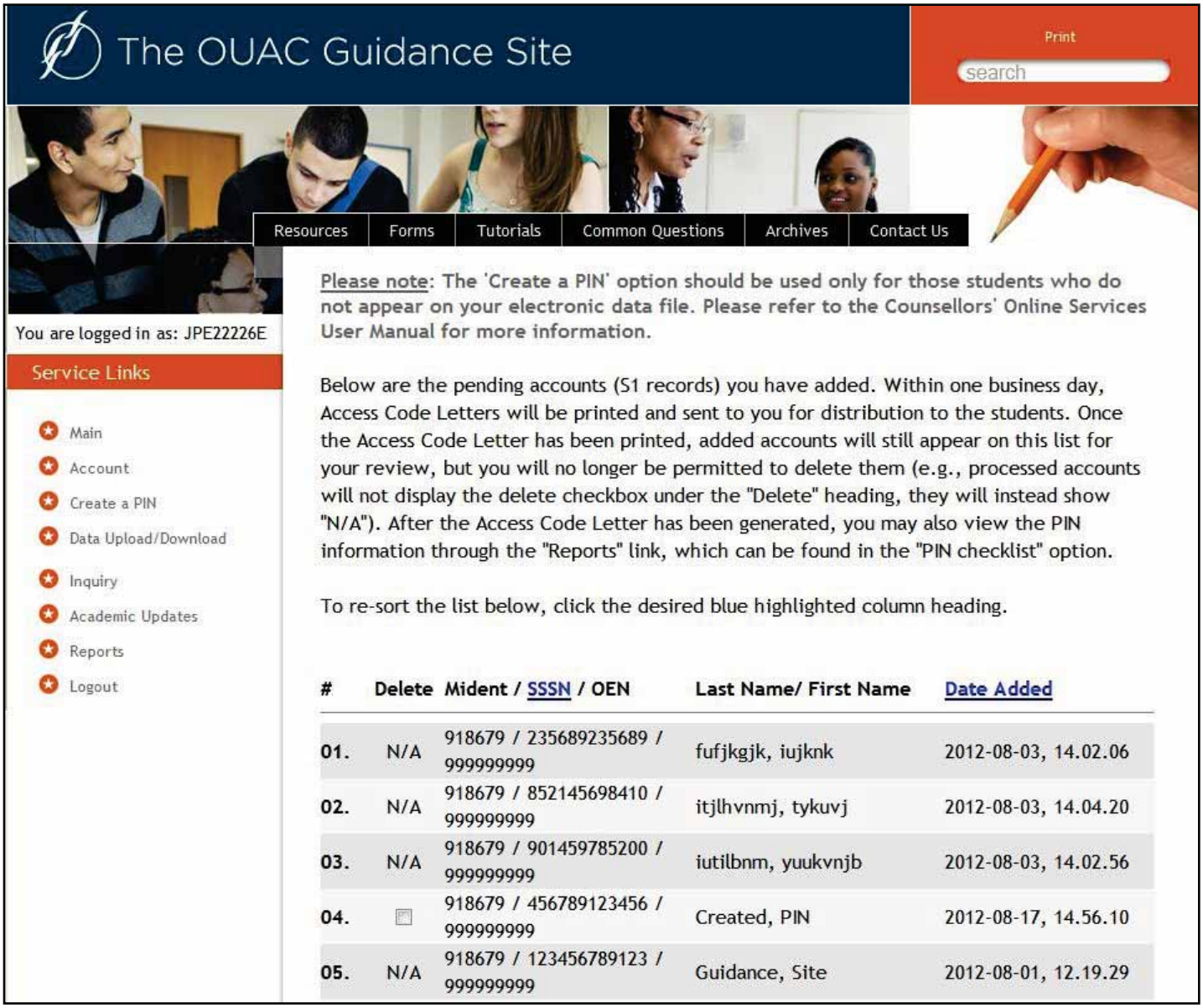


Fig. 10

After entering data for one to five accounts, click "Add Account(s)" at the bottom of the screen. You will return to the previous screen where you will see the newly created accounts listed. The screen below (Fig. 11) displays created accounts.


The OUAC Guidance Site
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search
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Tutorials
Common Questions
Archives
Contact Us
You are logged in as: JPE22226E
Service Links
Main
Account
Create a PIN
Data Upload/Download
Inquiry
Academic Updates
Reports
Logout
Please note: The 'Create a PIN' option should be used only for those students who do not appear on your electronic data file. Please refer to the Counsellors' Online Services User Manual for more information.
Below are the pending accounts (S1 records) you have added. Within one business day, Access Code Letters will be printed and sent to you for distribution to the students. Once the Access Code Letter has been printed, added accounts will still appear on this list for your review, but you will no longer be permitted to delete them (e.g., processed accounts will not display the delete checkbox under the "Delete" heading, they will instead show "N/A"). After the Access Code Letter has been generated, you may also view the PIN information through the "Reports" link, which can be found in the "PIN checklist" option.
To re-sort the list below, click the desired blue highlighted column heading.
Delete Mident / SSSN / OEN Last Name/ First Name Date Added
01. N/A 918679 / 235689235689 / 999999999 fufjkgjk, iujknk 2012-08-03, 14.02.06
02. N/A 918679 / 852145698410 / 999999999 itjlhvnmj, tykuvj 2012-08-03, 14.04.20
03. N/A 918679 / 901459785200 / 999999999 iutilbnm, yuukvnjb 2012-08-03, 14.02.56
04. 918679 / 456789123456 / 999999999 Created, PIN 2012-08-17, 14.56.10
05. N/A 918679 / 123456789123 / 999999999 Guidance, Site 2012-08-01, 12.19.29

Fig. 11

The list of accounts can be sorted by "SSSN", "Last Name" or "Date Added" by clicking the appropriate column title.

At this point, you may choose "Add Account(s)" again to add up to five more students at a time, or you can delete one or more accounts by selecting the "Delete" box beside the account and then clicking "Delete Checked Account(s)".

When you are done adding and/or deleting accounts, you may proceed to another function, or log out. The accounts will be created the following business day.

7.0: Data Upload/Download

You will only have access to the "Data Upload/Download" function if your school's principal/vice-principal has registered you for this function. Figure 12 shows the Data Upload/Download screen.

Data Upload

The "Data Upload" function allows you to transfer a student's demographic and academic information from your computer to the OUAC's database. This function encrypts the data as it travels between your computer and the OUAC's server, thereby adding another level of security.

Data Download

Schools are able to retrieve the OUAC Reference Number file using the "Proceed to Data Download" option in COLS (Fig. 12) and can use this file to update the school or board's grades data. Only grades for students with active applications on the OUAC database will be transmitted, thereby greatly improving the speed and accuracy of grades processing.

Fig. 12

7.1: Data Upload

Your software will produce a "Transmission Data File" and a "Transmission Report File".

Important: Read the information below before uploading your data. It will help you identify which file to send to the OUAC.

Upload only the "Transmission Data File", which begins with the letter "S". Do not upload the "Transmission Report File", which begins with the letter "R".

The "Transmission Data File" uses the following naming convention:

SXXXXXX.Un

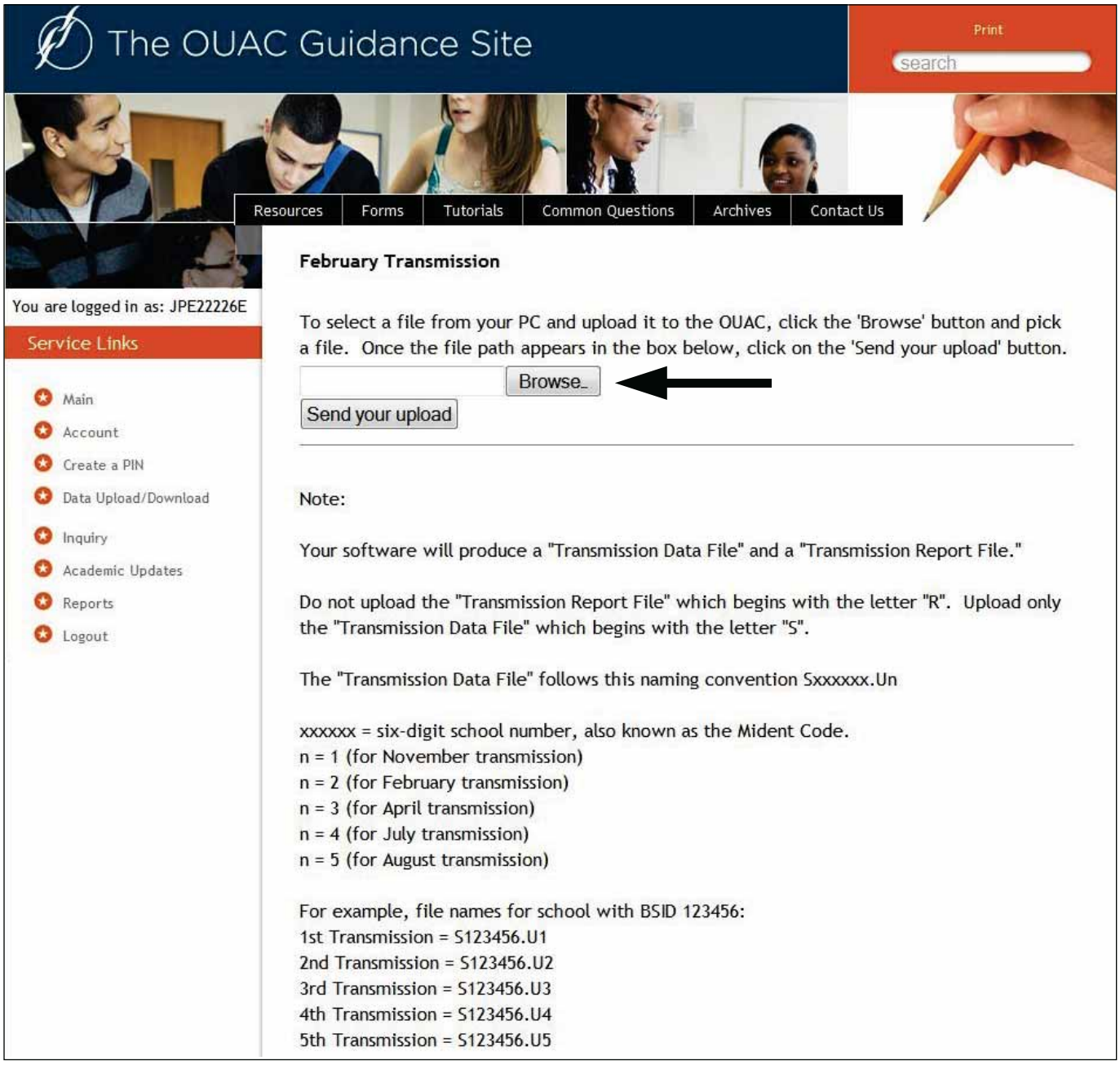
XXXXXX = six-digit school number, also known as the MIDENT Number.

n = 1 (for October/November transmission)
n = 2 (for February transmission)
n = 3 (for April transmission)
n = 4 (for July transmission)
n = 5 (for August transmission)

For example, file names for school with MIDENT Number 123456:

First Transmission	=	S123456.U1
Second Transmission	=	S123456.U2
Third Transmission	=	S123456.U3
Fourth Transmission	=	S123456.U4
Fifth Transmission	=	S123456.U5

If you know the name of the file you want to upload, you may enter its name in the text box provided (e.g., S123456.U1). Please note: The file name must be entered correctly or the data upload function will fail. Otherwise, click "Browse" to find the file on your computer (Fig. 13).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Archives
Contact Us
You are logged in as: JPE22226E
Service Links
Main
Account
Create a PIN
Data Upload/Download
Inquiry
Academic Updates
Reports
Logout
February Transmission
To select a file from your PC and upload it to the OUAC, click the 'Browse' button and pick a file. Once the file path appears in the box below, click on the 'Send your upload' button.
Browse...
Send your upload
Note:
Your software will produce a "Transmission Data File" and a "Transmission Report File."
Do not upload the "Transmission Report File" which begins with the letter "R". Upload only the "Transmission Data File" which begins with the letter "S".
The "Transmission Data File" follows this naming convention Sxxxxxx.Un
xxxxxx = six-digit school number, also known as the Mident Code.
n = 1 (for November transmission)
n = 2 (for February transmission)
n = 3 (for April transmission)
n = 4 (for July transmission)
n = 5 (for August transmission)
For example, file names for school with BSID 123456:
1st Transmission = S123456.U1
2nd Transmission = S123456.U2
3rd Transmission = S123456.U3
4th Transmission = S123456.U4
5th Transmission = S123456.U5

Fig. 13

If you click "Browse", a window similar to Figure 14 will appear on your screen. Using the "Browse" function is similar to using Windows Explorer.

Before browsing your computer's contents, be sure to change the "Files of type" box to "All Files (*.*)" as shown in Figure 14.

Now, browse through your computer's contents to find the file. After clicking the file to be uploaded, you will notice that it appears in the "File name" box (Fig. 14). When you are satisfied that you have selected the correct file, click "Open" on the lower right-hand side of the window.

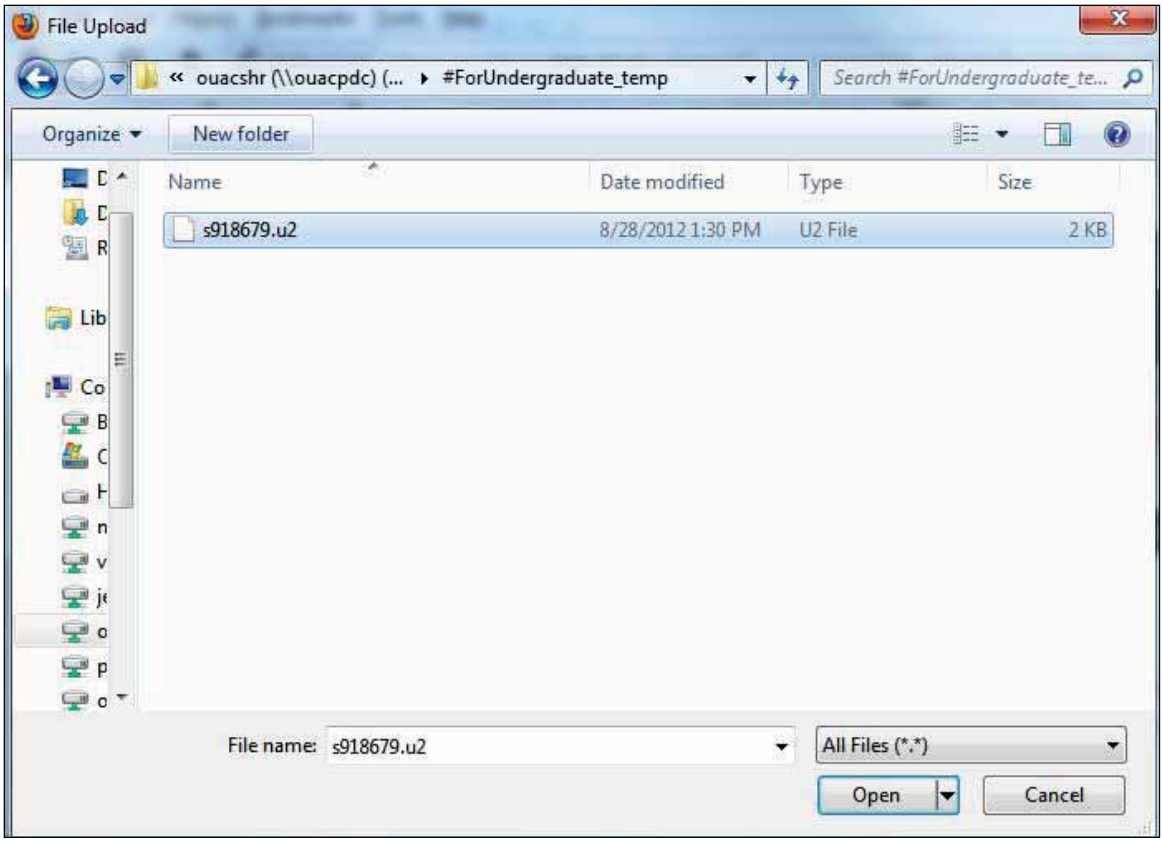


Fig. 14

After clicking "Open" to select a file, you will return to the "Data Upload" screen. The file name and path will now be inserted in the text box. For example, Figure 15 shows the file name and path "N:\S918679.U2" in the text box.

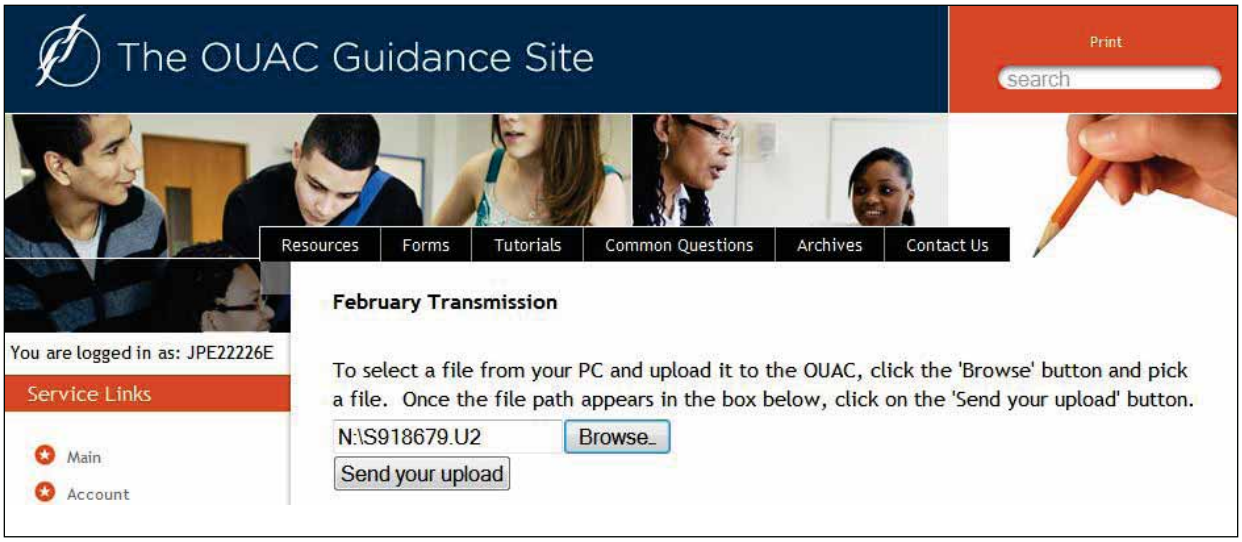


Fig. 15

If you do not want to use the file that is in the text box, click "Browse" again to find a different file. Otherwise, if you are satisfied that the correct file name is entered into the text box, click "Send your upload".

Important: Depending on whether you are logged in as a school guidance counsellor or as a school board staff member, you will get different results after clicking "Send your upload".

For guidance counsellors, "Send your upload" will send your file to the OUAC.

For school board staff, "Send your upload" will add the file to a list of files to be sent to the OUAC, in the event that you want to send more than one file. Once you have selected all of the files to be uploaded, click "Process Files" directly below the list of selected files, to send the files to the OUAC.

Important: This section is only relevant to school board staff. Guidance counsellors should proceed directly to the next page.

For **school board staff,** after clicking "Send your upload", the file will appear in the list of files to be processed at the bottom of the screen. Figure 16 displays one file, "s918679.u2", which is ready to be processed.

Another file can be added to the list of files to be processed by using the "Browse" button or entering the name of the file in the text box and then clicking "Send your upload". This process can be repeated until all the files you wish to send to the OUAC are added to the list.

To begin the transfer of the file(s) to the OUAC, click "Process files".

Fig. 16

After clicking "Process files", you will see the message below (Fig. 17).

The length of time required to accomplish the transfer will depend on the size of the file(s), the speed of the internet connection between your computer and the OUAC, and how busy the OUAC server is at that time.

Important: Be sure to wait for the confirmation message that appears after the "Please Wait" screen, as shown below, before closing your browser, otherwise your file may not arrive at the OUAC.

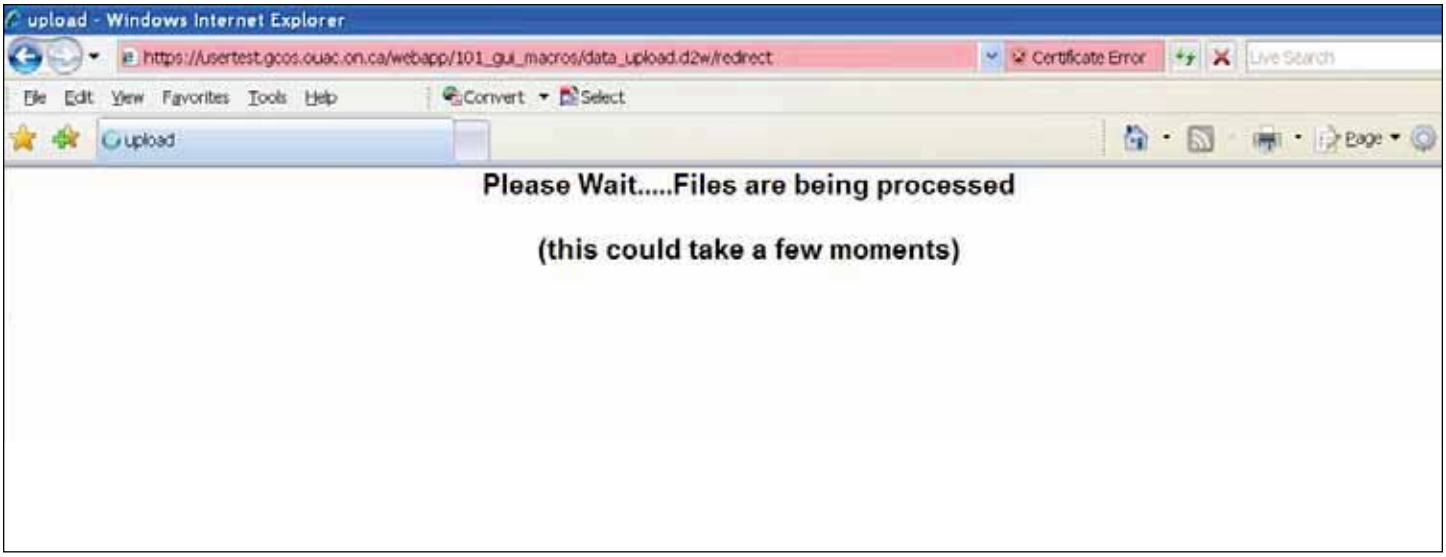
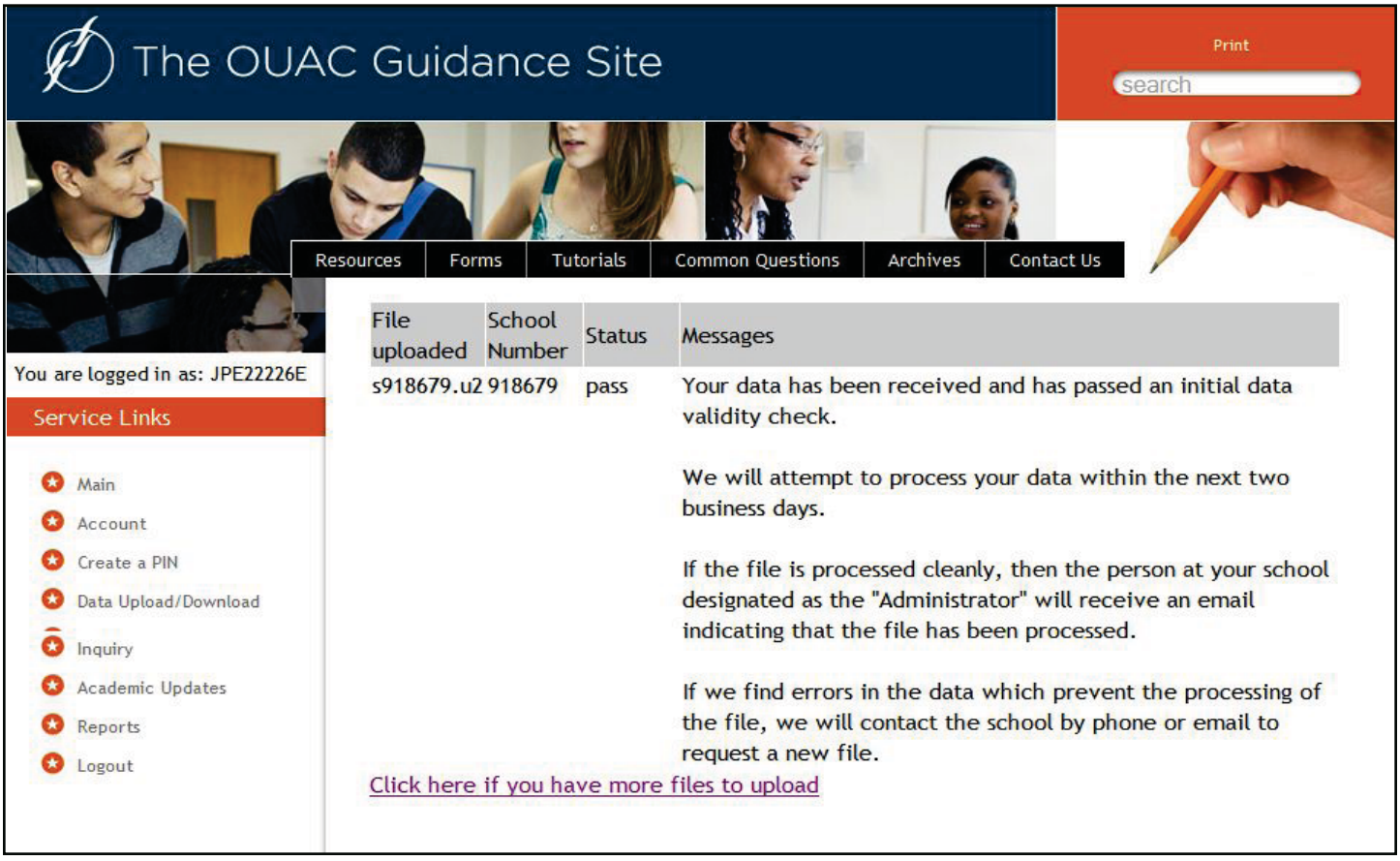


Fig. 17

If your data file is successfully transferred to the OUAC and passes the data validity checks, you will see a confirmation message similar to the screen below (Fig. 18).


The OUAC Guidance Site
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Tutorials
Common Questions
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You are logged in as: JPE22226E
Service Links
Main
Account
Create a PIN
Data Upload/Download
Inquiry
Academic Updates
Reports
Logout
File uploaded
School Number
Status
Messages
s918679.u2
918679
pass
Your data has been received and has passed an initial data validity check.
We will attempt to process your data within the next two business days.
If the file is processed cleanly, then the person at your school designated as the "Administrator" will receive an email indicating that the file has been processed.
If we find errors in the data which prevent the processing of the file, we will contact the school by phone or email to request a new file.
Click here if you have more files to upload

Fig. 18

If your upload failed the data validity checks, the confirmation screen will provide you with information about the type of error that occurred. Please print the error screen and show it to your technical staff so the error can be resolved.

If you have inadvertently tried to upload the wrong file, the error message will say:

The data file has failed the validity check. We are unable to accept the data.

The following error messages were found:
Bad file. Too many errors. Be sure you only submit valid school files.

If you wish to discuss the error with OUAC personnel, you may send an email to guidance@ouac.on.ca or call 519-823-1940.

7.2: Data Download

The "Data Download" function gives you the option to download the OUAC Reference Number file in either alphabetical order or by OUAC Reference Number.

After clicking "Proceed to Data Download" from the "Data Upload/Download" page (Fig. 12), you will see the screen below (Fig. 19) before your page loads.

Data Upload/Download (OUAC Version V04R00.00) - Windows Internet Explorer
https://usertest.gcos.ouac.on.ca/webapp/101_gui_macros/data_download.d2w/redirect?ident=REPORTS_DSP8
Certificate Error
File Edit View Favorites Tools Help
Convert
Select
Data Upload/Download (OUAC Version V...
Page
Tools
Please Wait ... Your file is being constructed (this could take a few moments).

Fig. 19

After the page has loaded, school and school board staff will see a screen similar to the one depicted in Figure 20.

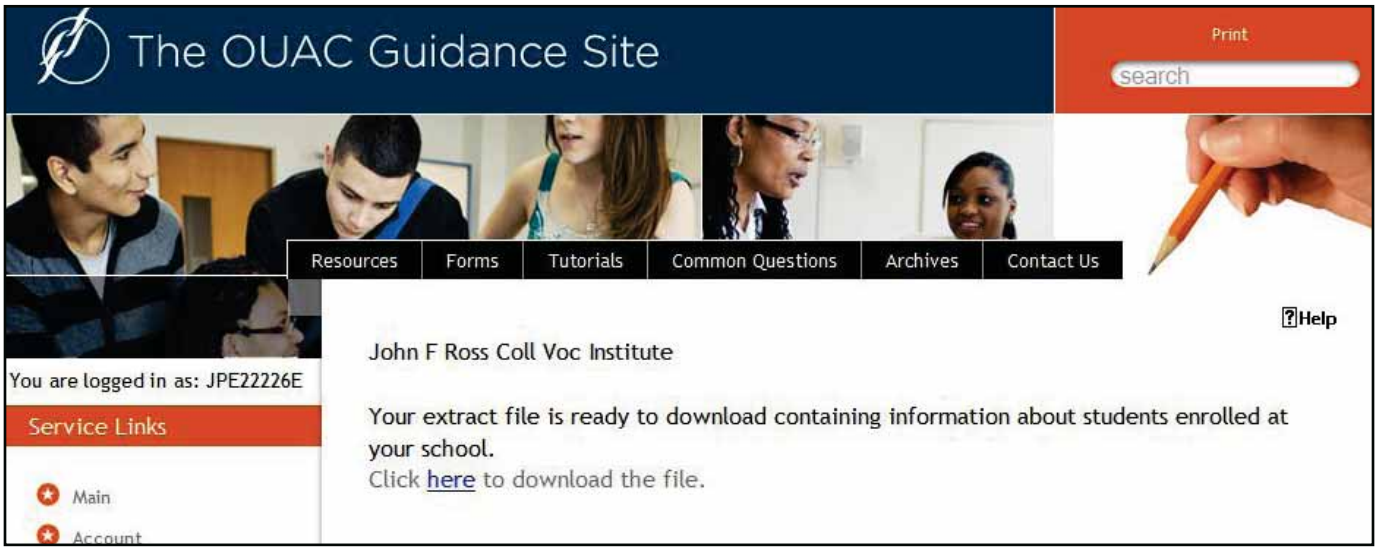


Fig. 20

A record layout of the file is available by clicking "Help" on the "Data Download" page.

When you select "Click here to download the file", you will be prompted to either open or save the file (Fig. 21).

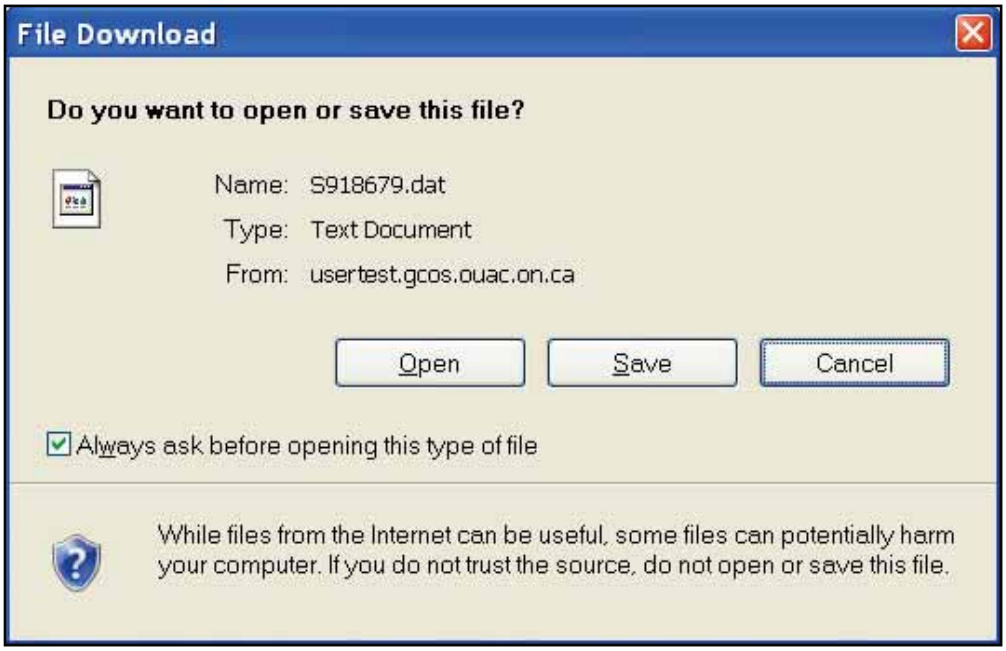

File Download
Do you want to open or save this file?
Name: S918679.dat
Type: Text Document
From: usertest.gcos.ouac.on.ca
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Fig. 21

If you choose to save the file, you will be prompted to indicate where you want to save the file (Fig. 22).

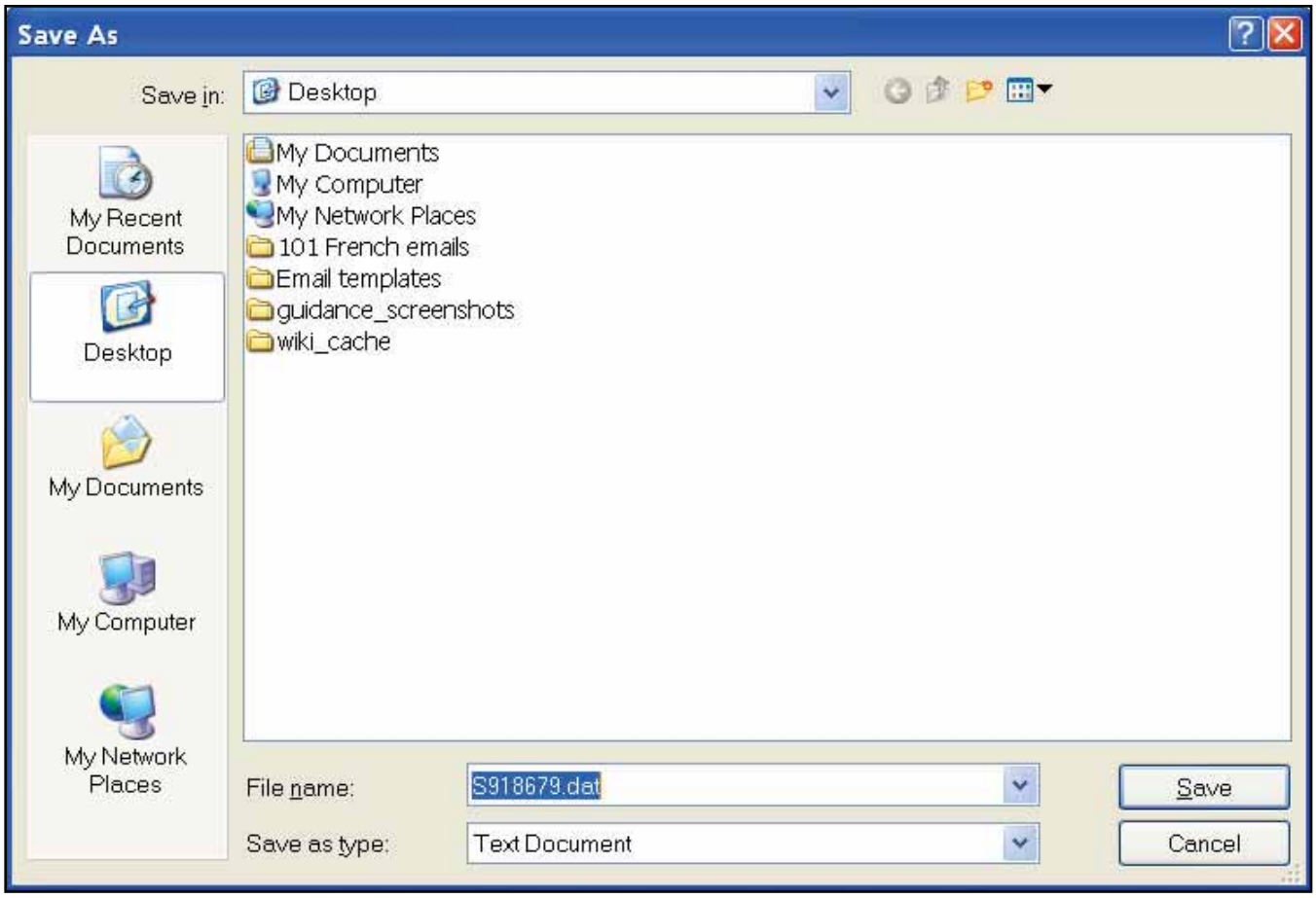


Fig. 22

8.0: Inquiry

The "Inquiry" function allows you to confirm the collection of data for university applicants from your school, including the dates in which this information was forwarded to the selected universities. You may view the applicant data whether or not the application fee has been paid by the student.

After clicking "Inquiry" on the left-hand menu bar, you will be presented with a list of your school's applicants, similar to the list depicted below (Fig. 23). Scroll down to view the entire list.

Click on an OUAC Reference Number (highlighted in blue) to view the details for that applicant.

To search for a particular applicant:
- Enter either the applicant's surname (partial or full) or their OUAC Reference Number in the search box.
- Click "Search".

On the right-hand side, you will see a column indicating pay status. If an applicant has paid his or her processing fees and has no outstanding payment issues, this field will be blank. However, if an applicant has payment issues, the message will indicate "No". Please have the student contact the OUAC Payments Department directly to rectify his or her fee issues at: payments@ouac.on.ca.

Important: An applicant will appear on the list approximately one business day after the application has been completed and submitted.

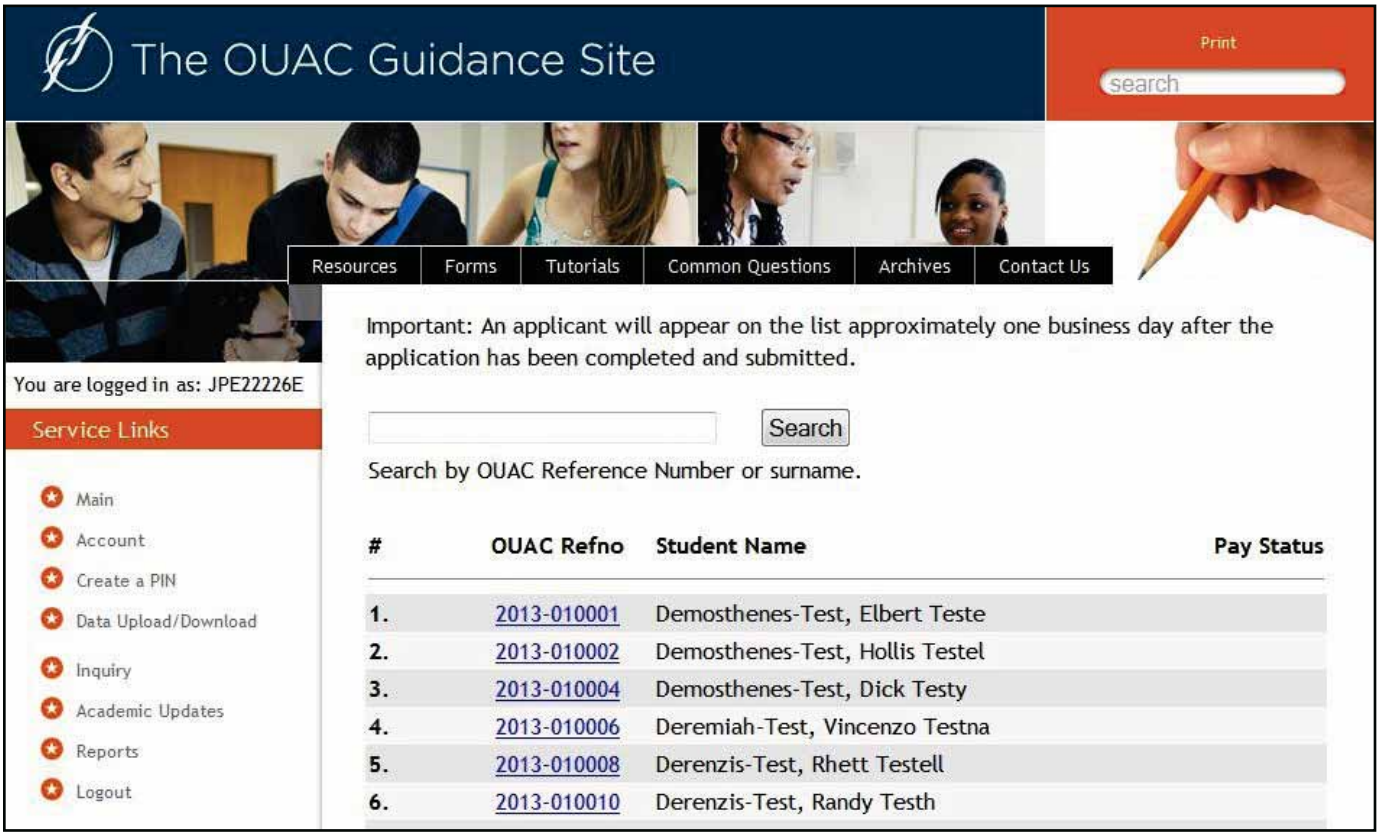
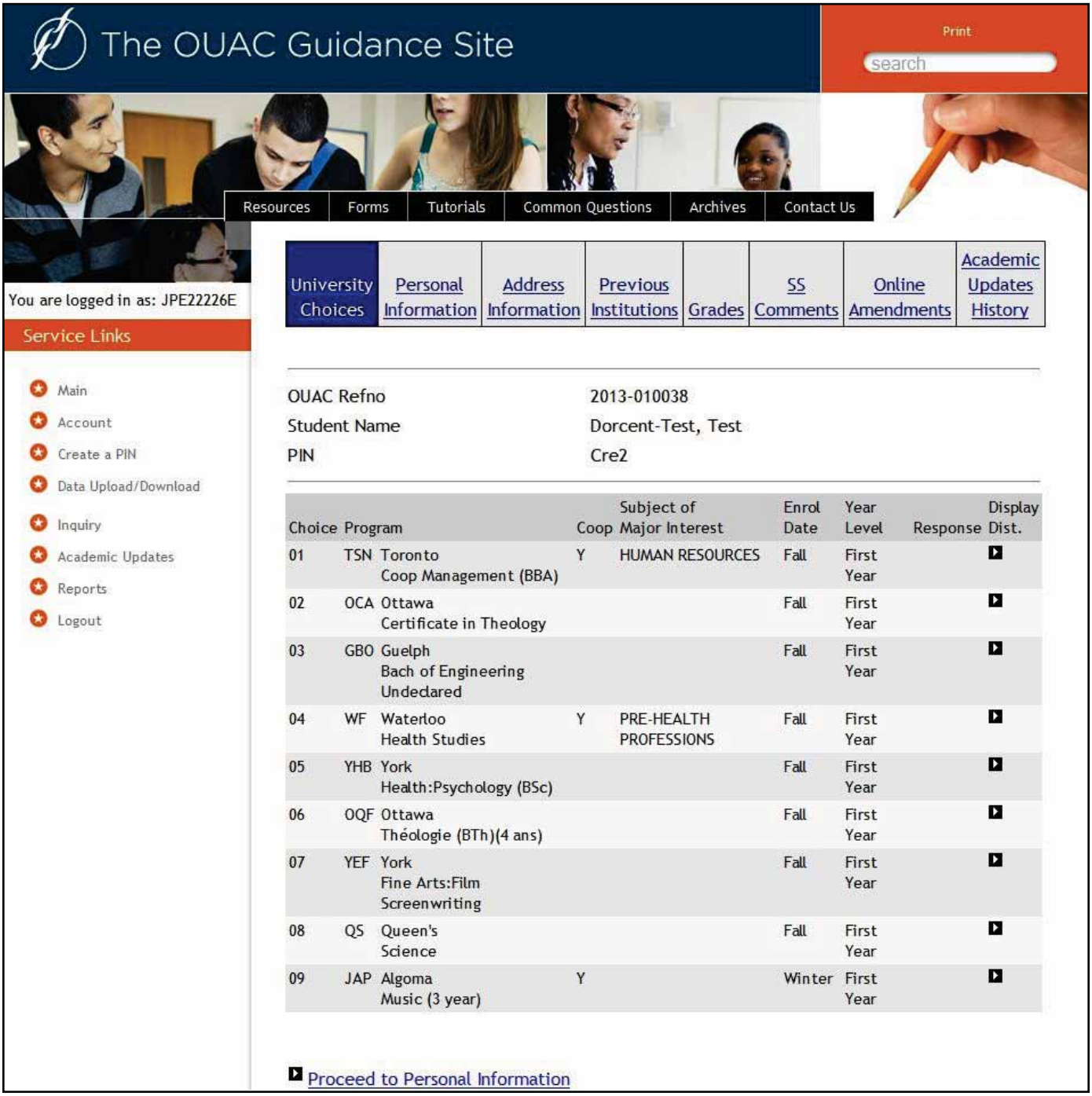


Fig. 23

After clicking on an applicant's OUAC Reference Number, you will see a screen similar to Figure 24.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Academic Updates
Reports
Logout
University Choices
Personal Information
Address Information
Previous Institutions
Grades
SS Comments
Online Amendments
Academic Updates History
OUAC Refno 2013-010038
Student Name Dorcent-Test, Test
PIN Cre2
Choice Program Coop Subject of Major Interest Enrol Date Year Level Response Display Dist.
01 TSN Toronto Coop Management (BBA) Y HUMAN RESOURCES Fall First Year
02 OCA Ottawa Certificate in Theology Fall First Year
03 GBO Guelph Bach of Engineering Undeclared Fall First Year
04 WF Waterloo Health Studies Y PRE-HEALTH PROFESSIONS Fall First Year
05 YHB York Health:Psychology (BSc) Fall First Year
06 OQF Ottawa Théologie (BTh)(4 ans) Fall First Year
07 YEF York Fine Arts:Film Screenwriting Fall First Year
08 QS Queen's Science Fall First Year
09 JAP Algoma Music (3 year) Y Winter First Year
Proceed to Personal Information

Fig. 24

Initially, you will be presented with the applicant's university choices, as shown in Figure 24. To view more detailed information regarding when the data was transferred to the selected universities, click the arrow in the "Display Distributions" column.

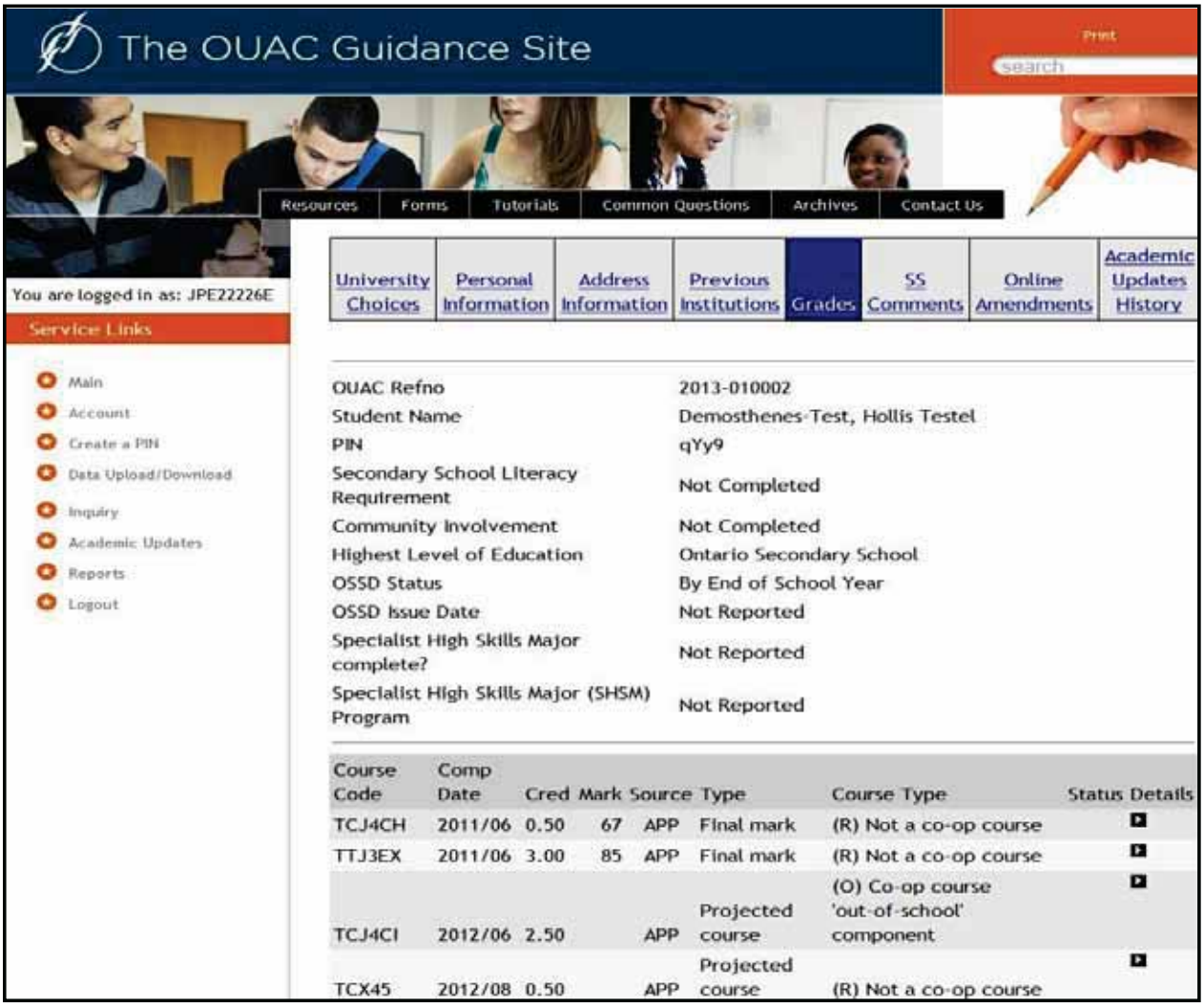
From the toolbar across the top of the screen, you are also able to view the applicant's:

- Personal Information
- Address Information
- Previous Institutions
- Grades
- Comments made by the secondary school (e.g., extenuating circumstances, equivalent credits)
- Log of amendments made online by the applicant (date and type)
- Log of amendments made to academic data, online, by school officials

Within the "Grades" section, you will see a list of the applicant's course- and diploma-related information (Fig. 25). You may also see multiple entries of the same course code. If changes have been made to a course code at each grade collection, multiple entries of the same course code are displayed. The most recent change to the course in the current grade collection is listed first, followed by subsequent updates.

The "Source" column refers to the collection period in descending order of collection.

App = Application submission
Feb = February collection
Apr = April collection
Jul = July collection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Inquiry
Academic Updates
Reports
Logout
University Choices
Personal Information
Address Information
Previous Institutions
Grades
SS Comments
Online Amendments
Academic Updates History
OUAC Refno 2013-010002
Student Name Demosthenes-Test, Hollis Testel
PIN qYy9
Secondary School Literacy Requirement Not Completed
Community Involvement Not Completed
Highest Level of Education Ontario Secondary School
OSSD Status By End of School Year
OSSD Issue Date Not Reported
Specialist High Skills Major complete? Not Reported
Specialist High Skills Major (SHSM) Program Not Reported
Course Code | Comp Date | Cred | Mark | Source | Type | Course Type | Status | Details
TCJ4CH | 2011/06 | 0.50 | 67 | APP | Final mark | (R) Not a co-op course
TTJ3EX | 2011/06 | 3.00 | 85 | APP | Final mark | (R) Not a co-op course
TCJ4CI | 2012/06 | 2.50 | | APP | Projected course | (O) Co-op course 'out-of-school' component
TCX45 | 2012/08 | 0.50 | | APP | Projected course | (R) Not a co-op course

Fig. 25

9.0: Academic Updates

The "Academic Updates" function allows you to inquire into your applicants' files and update the following information electronically:

- All courses/grades data
- Secondary School Diploma Indicator
- OSSD Issue Date
- Secondary School Literacy Requirement
- Specialist High Skills Major (SHSM) Program Code + Completion Indicator
- Community Involvement
- For International Baccalaureate schools, the IB Diploma/IB Certificate and the non-IB designations
- Comments (e.g., extenuating circumstances, equivalent credits)

Electronic updates made by school officials directly to the OUAC database allow for a more efficient "correction period" following each grades collection period.

The "Academic Updates" function is available to school officials daily from 7:00 a.m. to 2:00 a.m., Eastern Time.

After selecting "Academic Updates" on the left-hand menu bar, you will be presented with a list of your school's applicants, similar to the list shown in Figure 26. Scroll down to view the entire list.

Note: A flag ("Yes" or "No"), indicating the receipt of electronic grades and/or online academic updates for the current collection, will appear beside each student as shown in Figure 26. It is important that you investigate if "No" appears under the "Grades File Received" column once the OUAC has processed your grades file. Verify the student's academic record using the "Academic Updates" function or the "Inquiry" function.

Click on the OUAC Reference Number to view the details for the applicant. To search for a particular applicant:
- Enter either a surname (partial or full) or OUAC Reference Number in the search box.
- Click "Search".

Important: An applicant will appear on the list approximately one business day after the application has been completed and submitted.

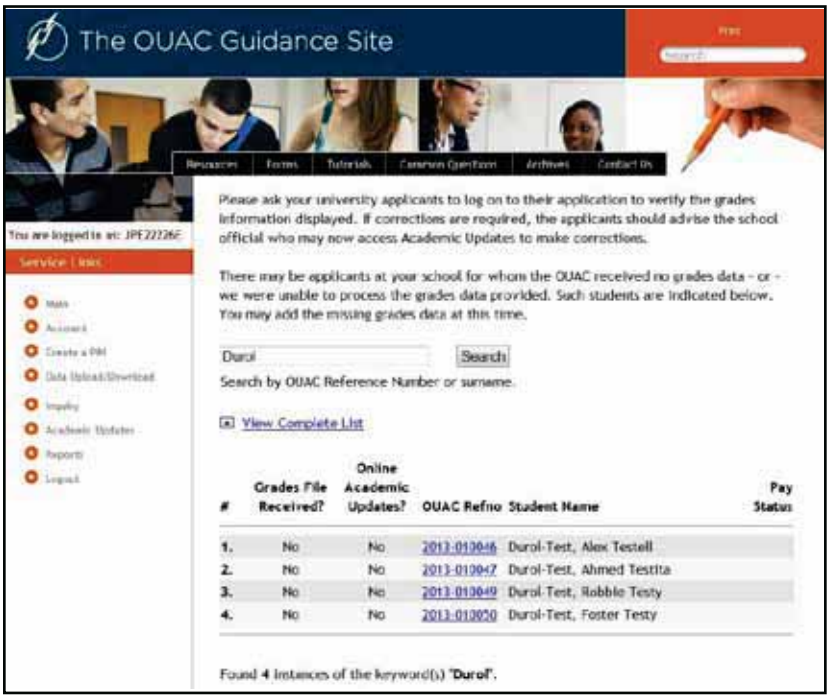
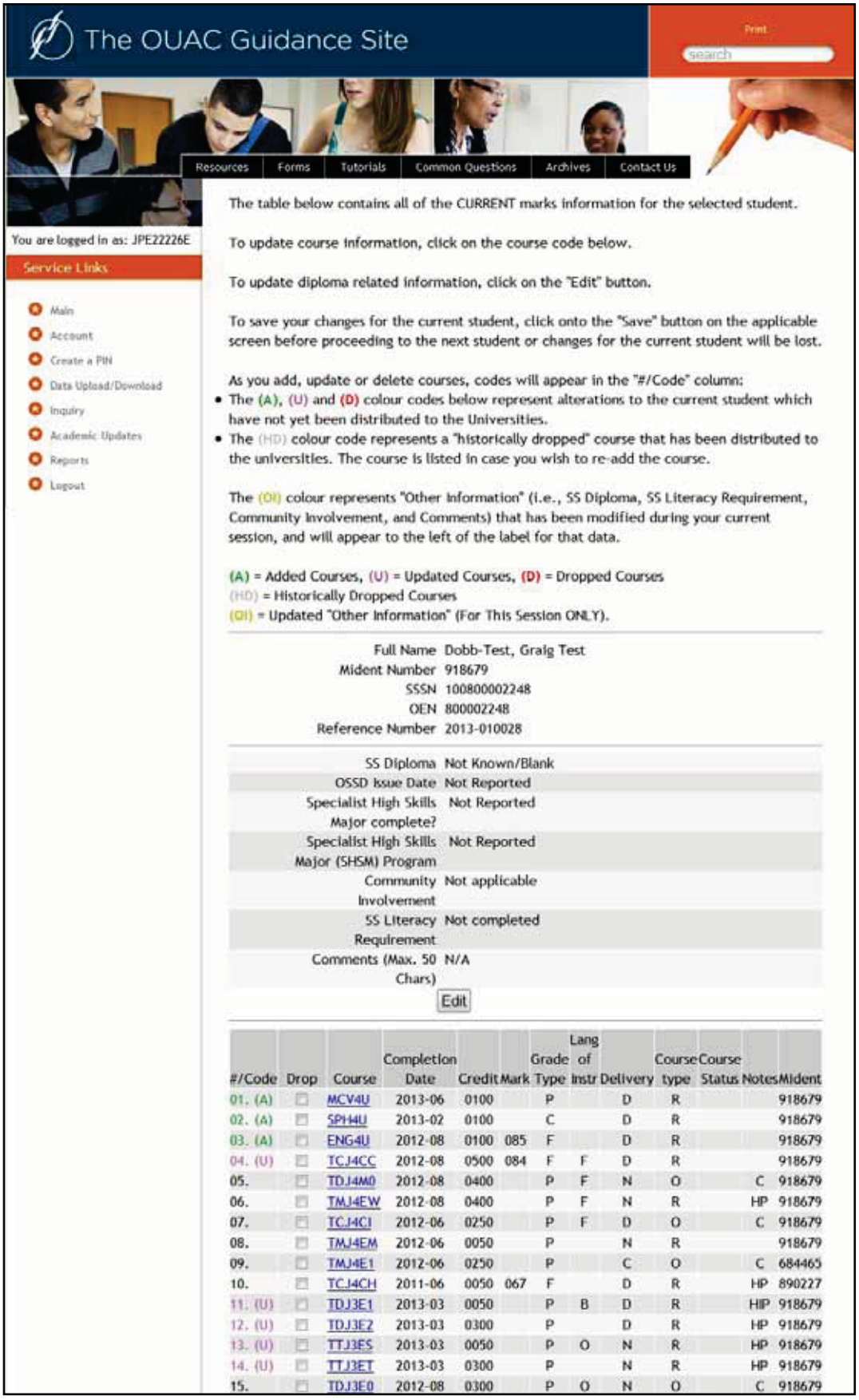

The OUAC Guidance Site
Please ask your university applicants to log on to their application to verify the grades information displayed. If corrections are required, the applicants should advise the school official who may now access Academic Updates to make corrections.
There may be applicants at your school for whom the OUAC received no grades data - or - we were unable to process the grades data provided. Such students are indicated below. You may add the missing grades data at this time.
Durol
Search
Search by OUAC Reference Number or surname.
View Complete List
Grades File Received? Online Academic Updates? OUAC Refno Student Name Pay Status
1. No No 2013-010046 Durol-Test, Alex Testell
2. No No 2013-010047 Durol-Test, Ahmed Testita
3. No No 2013-010049 Durol-Test, Robbie Testy
4. No No 2013-010050 Durol-Test, Foster Testy
Found 4 instances of the keyword(s) "Durol".

Fig. 26

After clicking the applicant's OUAC Reference Number you will see the "Student Grades" screen, similar to the one shown below (Fig. 27).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Common Questions
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Contact Us
You are logged in as: JPE22226E
Service Links
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Create a PIN
Data Upload/Download
Inquiry
Academic Updates
Reports
Logout
The table below contains all of the CURRENT marks information for the selected student.
To update course information, click on the course code below.
To update diploma related information, click on the "Edit" button.
To save your changes for the current student, click onto the "Save" button on the applicable screen before proceeding to the next student or changes for the current student will be lost.
As you add, update or delete courses, codes will appear in the "#/Code" column:
• The (A), (U) and (D) colour codes below represent alterations to the current student which have not yet been distributed to the Universities.
• The (HD) colour code represents a "historically dropped" course that has been distributed to the universities. The course is listed in case you wish to re-add the course.
The (OI) colour represents "Other Information" (i.e., SS Diploma, SS Literacy Requirement, Community Involvement, and Comments) that has been modified during your current session, and will appear to the left of the label for that data.
(A) = Added Courses, (U) = Updated Courses, (D) = Dropped Courses
(HD) = Historically Dropped Courses
(OI) = Updated "Other Information" (For This Session ONLY).
Full Name Dobb-Test, Graig Test
Mident Number 918679
SSSN 100800002248
OEN 800002248
Reference Number 2013-010028
SS Diploma Not Known/Blank
OSSD Issue Date Not Reported
Specialist High Skills Major complete? Not Reported
Specialist High Skills Major (SHSM) Program Not Reported
Community Involvement Not applicable
SS Literacy Requirement Not completed
Comments (Max. 50 Chars) N/A
Edit
#/Code Drop Course Completion Date Credit Mark Grade Type Lang of Instr Delivery Course type Course Status Notes Mident
01. (A) MCV4U 2013-06 0100 P D R 918679
02. (A) SPH4U 2013-02 0100 C D R 918679
03. (A) ENG4U 2012-08 0100 085 F D R 918679
04. (U) TCJ4CC 2012-08 0500 084 F F D R 918679
05. TDJ4M0 2012-08 0400 P F N O C 918679
06. TMJ4EW 2012-08 0400 P F N R HP 918679
07. TCJ4CI 2012-06 0250 P F D O C 918679
08. TMJ4EM 2012-06 0050 P N R 918679
09. TMJ4E1 2012-06 0250 P C O C 684465
10. TCJ4CH 2011-06 0050 067 F D R HP 890227
11. (U) TDJ3E1 2013-03 0050 P B D R HIP 918679
12. (U) TDJ3E2 2013-03 0300 P D R HP 918679
13. (U) TTJ3ES 2013-03 0050 P O N R HP 918679
14. (U) TTJ3ET 2013-03 0300 P N R HP 918679
15. TDJ3E0 2012-08 0300 P O N O C 918679

Fig. 27

The following is a list of possible codes that may be presented on the "Student Grades" screen:

Grade Type
- P = Projected course (registered for next semester)
- C = Current course
- M = Midterm mark
- F = Final mark

Delivery
- D = In day school
- C = By correspondence
- S = During the summer
- N = As a night class
- O = Other

Course Type
- R = Regular
- O = Co-op: "out-of-school" component (when indicating "O" for Course Type, you must also indicate "C" for Notes)

Notes
- S = Special indicator noting that the student's performance in a Grade 11 or 12 course was affected by extraordinary circumstances
- M = Modified course expectations that did not lead to a credit
- I = Interdisciplinary studies
- F = Course taught in French Core, Extended, or Immersion
- C = Co-operative education
- A = Alternative expectations that do not lead to a credit
- H = Specialist High Skills Major
- P = Course taken at an inspected private school

For the following values, leave the "Notes" section unchecked:
- B = Credit count adjusted, combined courses exceed maximum
- X = Substitution of a compulsory credit

The table of courses at the bottom of the "Student Grades" screen contains all of the **current** grades information.

To save your changes for the current student:
- **You must click "Save" on the applicable screen before proceeding to the next student or changes for the current student will be lost.**

As you add, update or delete courses, codes will appear in the "#/Code" column:
- The "A", "U" and "D" colour codes represent alterations to the current student that have not yet been distributed to the universities.
- The "HD" colour code represents a "Historically Dropped" course that has been distributed to the universities. The course is listed in case you wish to re-add the course.

The "OI" colour represents "Other Information" (e.g., secondary school diploma, secondary school literacy requirement, community involvement, comments, SHSM program code and completion indicator) that has been modified during your current session, and will appear to the left of the label for that data.

Letter Code	Colour	Action
A	Green	Added courses
U	Pink	Updated courses
D	Red	Dropped courses
HD	Light Grey	Historically dropped courses
OI	Yellow	Updated "Other Information" (for current session only)

9.1: Update Courses

When you click on a course code on the "Student Grades" screen (Fig. 27), you will see a screen similar to Figure 28.

The OUAC Guidance Site
Resources
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To make your changes simply choose from the drop down lists below, and click "Save". Clicking the "Return to Grades Summary" button below will return you to the course summary page without updating the currently selected course.
Note: It is not possible to change an existing course code or completion date - these are key identifying data for a particular course. If changes to either of these fields are required, you must drop the existing course and then add a new course with the correct course code/completion date.
Full Name: Dobb Test, Graig Test
Mident Number: 918679
SSSN: 100800002248
OEN: 800002248
Reference Number: 2013-010028
04. Course TCJ4CC
Completion Date 2012-08
Credit 0500
Mark 084
Grade Type (F) Final
Lang of Instr French
Delivery (D) Day School
Course type (R) Not a Co-op Course
Notes
(C) Co-operative Education
(F) Course taught in French Core, Extended, or Immersion
(I) Interdisciplinary Course
(M) Modified expectations
(S) Performance/ Extraordinary Circumstances
(A) Alternative expectations
(H) Specialist High Skills major
(P) Course taken at an inspected private school
Leave "Notes" section unchecked for values :
X = Substitution for a compulsory credit course
6 = Credit count adjusted, combined courses exceed maximum
Mident
(Mident Number should reflect school where course was taken. Only Mident numbers for schools on the OUAC database can be collected.)
918679
Need help finding a Mident Number for this course?
Save
Reset
Return to Grades Summary

Fig. 28

Select a value from the drop-down boxes to change the student's "Credit", "Mark", "Grade Type", "Language of Instruction", "Delivery" or "Course Type".

You may enter the MIDENT Number, if known, in the space provided for a course taken at a school other than the home school or use the link provided to search for the MIDENT Number. **Note:** The OUAC and the universities can only accept MIDENT Numbers for schools on the OUAC school file. Many night schools with valid MIDENT Numbers may not be on our school file and therefore will not be accepted. In these cases, please use the default MIDENT Number 000002 for courses taken at another secondary school/not home school.

You may check or uncheck one or more “Notes”: “Co-operative Education”, “Course taught in French Core, Extended, or Immersion”, “Interdisciplinary Course”, “Modified Expectations”, “Performance/Extraordinary Circumstances”, “Alternative Expectations”, “Specialist High Skills Major” or “Course taken at an inspected private school”. For “Credit count adjusted, combined courses exceed maximum”, and “Substitution of a Compulsory Credit”, leave the “Notes” section unchecked.

To change the course code or completion date, you must drop the course (see section 9.3 of this manual) and add a new course (see section 9.2 of this manual).

To save or reset your updates:

- Click “Save” to immediately save all changes and return to the “Student Grades” screen.
- Click “Reset” to remove all changes made on this screen.
- Click “Return to Grades Summary” to exit without saving any changes.

9.2: Add Courses

When you click “Add Course(s)” on the “Student Grades” screen (Fig. 27), you will see a screen similar to Figure 29.

Fig. 29

In order to fit the image on paper, Figure 29 shows the addition of only one course; however, the screen that is displayed on your computer will allow you to add up to three courses.

For each course that you wish to add, you must type the five- or six-digit course code in the "Course" text box. The course code must follow the Ontario Secondary School course code format. Also, for each course, you must select a value from the drop-down boxes for:

- Completion Date – Year and Month
- Credit
- Mark
- Grade Type
- Language of Instruction
- Delivery
- Course Type
- MIDENT Number
  You may enter the MIDENT Number, if known, for a course taken at a secondary school other than the home school, or click on the link provided to search for the MIDENT Number. **Note:** The OUAC and the universities can only accept MIDENT Numbers for schools on the OUAC school file. Many night schools with valid MIDENT Numbers may not be on our school file and therefore will not be accepted. In these cases, please use the default MIDENT Number 000002 for courses taken at another secondary school/not home school.

Also, you may place a check mark beside one or more "Notes":

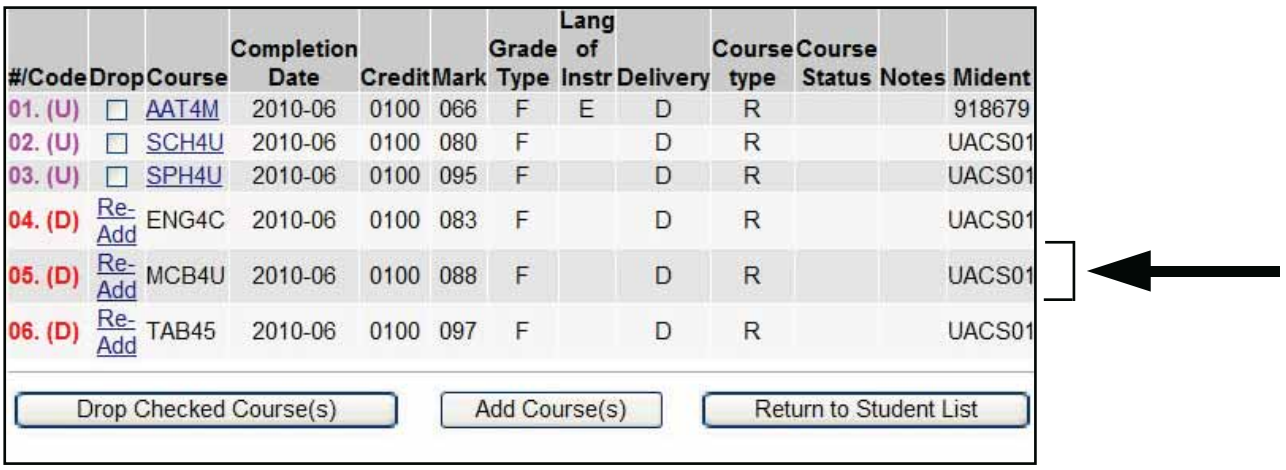
- Co-operative Education
- Course taught in French Core, Extended, or Immersion
- Interdisciplinary Course
- Modified Expectations
- Performance/Extraordinary Circumstances
- Alternative Expectations
- Specialist High Skills Major
- Course taken at an inspected private school

To save or reset your updates:
- Click "Save" to immediately save all changes and return to the "Student Grades" screen.
- Click "Reset" to remove all changes made on this screen.
- Click "Return to Grades Summary" to exit without saving any changes.

9.3: Drop/Re-Add Courses

To drop a course from "Student Grades" (Fig. 27), click the box in the column entitled "Drop". After all the courses to be dropped have a check mark in the "Drop" column, click "Drop Checked Course(s)" at the bottom of the screen.

After clicking "Drop Checked Course(s)", the dropped course will appear at the bottom of the list and will have "Re-Add" indicated in the "Drop" column. Figure 30 illustrates how dropped courses would appear on the bottom of the "Student Grades" screen. Here, ENG4C, MCB4U and TAB45 have been dropped, as indicated by the "D" in the "#/Code" column.

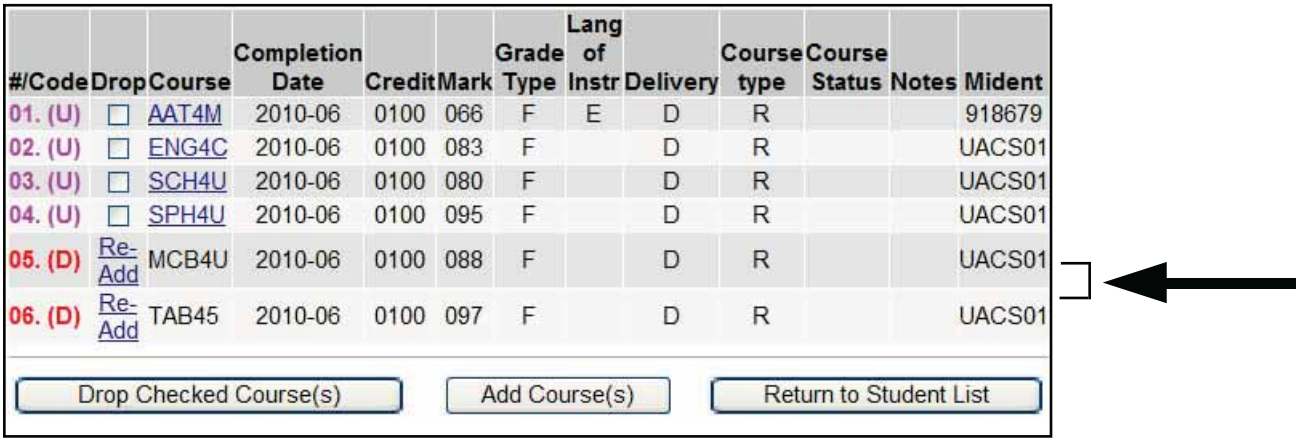


#/Code	Drop	Course	Completion Date	Credit	Mark	Grade Type	Lang of Instr	Delivery	Course type	Course Status	Notes	Midentt
01. (U)	☐	AAT4M	2010-06	0100	066	F	E	D	R			918679
02. (U)	☐	SCH4U	2010-06	0100	080	F		D	R			UACS01
03. (U)	☐	SPH4U	2010-06	0100	095	F		D	R			UACS01
04. (D)	Re-Add	ENG4C	2010-06	0100	083	F		D	R			UACS01
05. (D)	Re-Add	MCB4U	2010-06	0100	088	F		D	R			UACS01
06. (D)	Re-Add	TAB45	2010-06	0100	097	F		D	R			UACS01

Drop Checked Course(s) | Add Course(s) | Return to Student List

Fig. 30

If a course was mistakenly dropped, it can be re-activated by clicking "Re-Add" in the "Drop" column. In the example above (Fig. 30), if ENG4C had been mistakenly dropped, you could click "Re-Add", and the list of courses would appear as in Figure 31. Notice that ENG4C is now updated (as indicated by the "U" in the "#/Code" column), rather than dropped (as indicated by the "D" in the "#/Code" column).



#/Code	Drop	Course	Completion Date	Credit	Mark	Grade Type	Lang of Instr	Delivery	Course type	Course Status	Notes	Midentt
01. (U)	☐	AAT4M	2010-06	0100	066	F	E	D	R			918679
02. (U)	☐	ENG4C	2010-06	0100	083	F		D	R			UACS01
03. (U)	☐	SCH4U	2010-06	0100	080	F		D	R			UACS01
04. (U)	☐	SPH4U	2010-06	0100	095	F		D	R			UACS01
05. (D)	Re-Add	MCB4U	2010-06	0100	088	F		D	R			UACS01
06. (D)	Re-Add	TAB45	2010-06	0100	097	F		D	R			UACS01

Drop Checked Course(s) | Add Course(s) | Return to Student List

Fig. 31

9.4: Update Other Information

Clicking "Edit" in the middle of the "Student Grades" screen (Fig. 27) will take you to the "Update Other Info" screen (Fig. 32) shown below. Here you can modify:

- Secondary School Diploma Indicator
- OSSD Issue Date
- Specialist High Skills Major (SHSM) Program Code + Completion Indicator
- Community Involvement
- Secondary School Literacy Requirement
- For International Baccalaureate schools, the IB Diploma/IB Certificate and the non-IB designations
- Comments (e.g., extenuating circumstances, equivalent credits)

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You are logged in as: JPE22226E
Service Links
If you would like to modify any of the values below simply select another value from the supplied drop down lists. If you don't desire to make any changes to this data at this time simply click "Return to Grades Summary" and you will be returned to the grades summary screen.
Full Name: Dobb-Test, Graig Test
Student Number: 91867?
SSSN: 100800002248
OEN: 800002248
Reference Number: 2013-010028
1. SS Diploma
(OSS) Not Known/Blank
- - OR - -
(OSIS) Not Known/Blank
2. OSSD Issue Date
Year
Month
3. Specialist High Skills Major (SHSM) Program
Specialist High Skills Major complete? Choose
Specialist High Skills Major (SHSM) Program
Choose
4. Community Involvement
Not applicable
5. SS Literacy Requirement
Not completed
6. Comments (Max. 50 Chars)
Save
Reset
Return to Grades Summary

Fig. 32

"Secondary School Diploma Indicator", "OSSD Issue Date", "Specialist High Skills Major Program Code + Completion Indicator", "Secondary School Literacy Requirement", "Community Involvement" and "International Baccalaureate" designations can be changed by clicking on an item from the drop-down list of choices.

IB designation may be changed from non-IB to Diploma or Certificate, or from IB to non-IB.

Comments can be added or changed by clicking on the text box and typing the comments.

Note: Not all universities make use of the school comments sent to them by the OUAC. Where the school official believes that information provided in the "Comments" field should be taken into consideration by the universities, **it is important that a school official send documentation of the circumstances directly to the university admissions offices.**

To save or reset your updates:

- Click "Save" to immediately save all changes and return to the "Student Grades" screen.
- Click "Reset" to remove all changes made on this screen.
- Click "Return to Grades Summary" to exit without saving any changes.

10.0: Reports

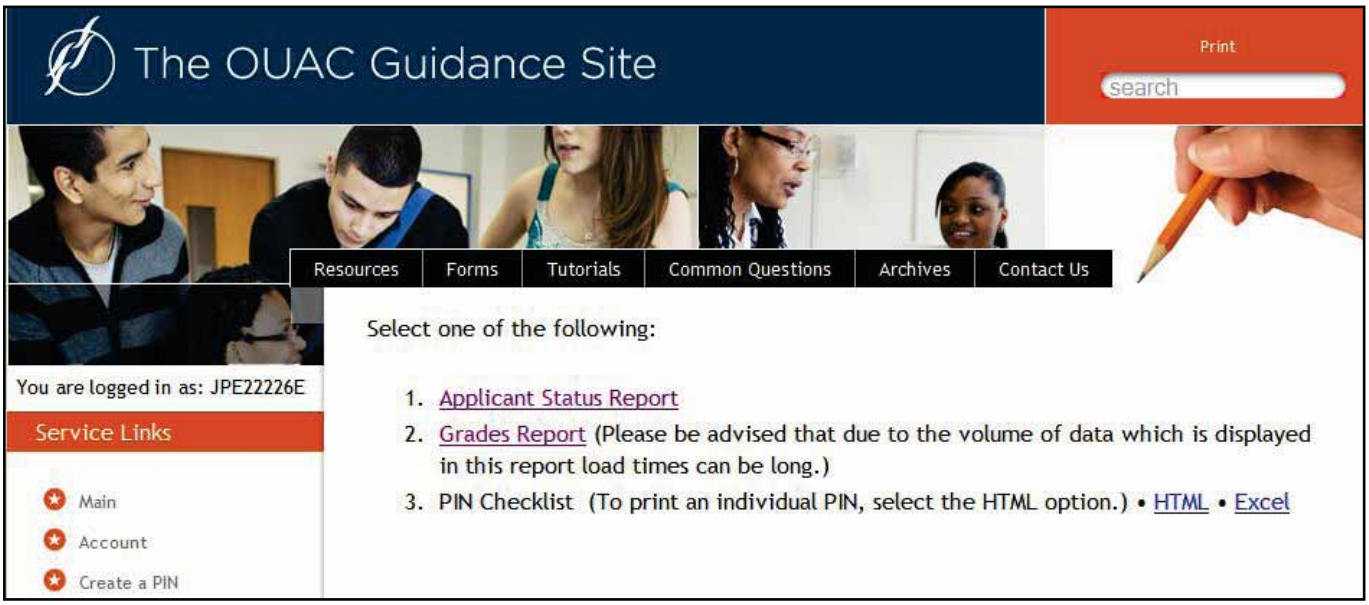
Three reports are available:

1. The "Applicant Status Report" allows you to create a report based on various criteria for current and previous year applicants.

2. The "Grades Report" provides a summary of a university applicant's grades in the OUAC database.

3. A current "PIN Checklist" of all of your OUAC applicants is available in both HTML and Excel format.

You will be presented with the screen below (Fig. 33) after clicking "Reports" in the left-hand menu.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You are logged in as: JPE22226E
Service Links
Main
Account
Create a PIN
Select one of the following:
1. Applicant Status Report
2. Grades Report (Please be advised that due to the volume of data which is displayed in this report load times can be long.)
3. PIN Checklist (To print an individual PIN, select the HTML option.) • HTML • Excel

Fig. 33

10.1: Applicant Status Report

The "Applicant Status Report" allows you to create a summary report for current and previous year university applicants. The report includes information about university choices, desired entry point (e.g., Winter), confirmed university and program, status of the OUAC fee payments, and grades collection.

You will be presented with a "Report Selection" screen, as depicted in Figure 34.

Enter your desired search criteria, then select "Submit".

Important: Current year applicants will appear on the list approximately one business day after their application has been completed and submitted.

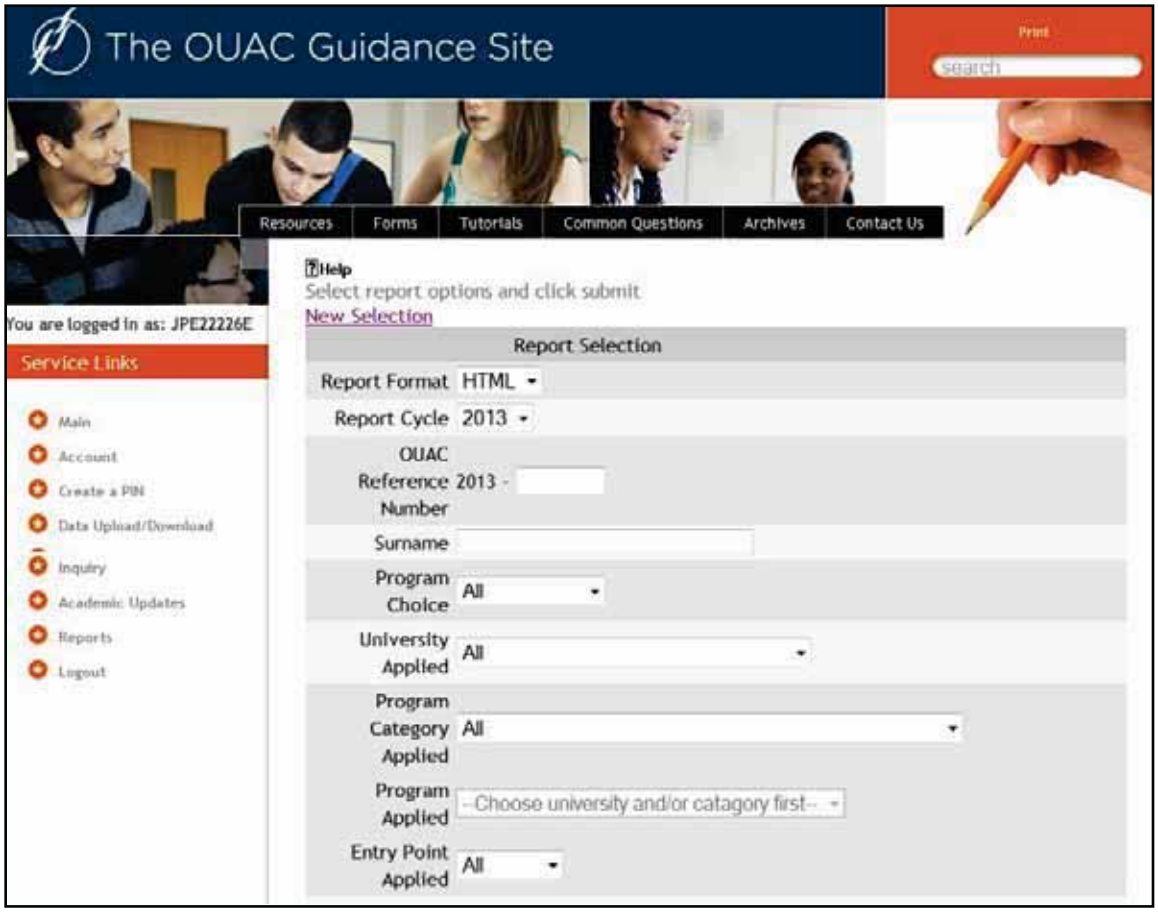

Fig. 34

Your report, like the one depicted in Figure 35, will be generated. You will have the ability to sort your results by various columns, edit your search selection or start a new search.

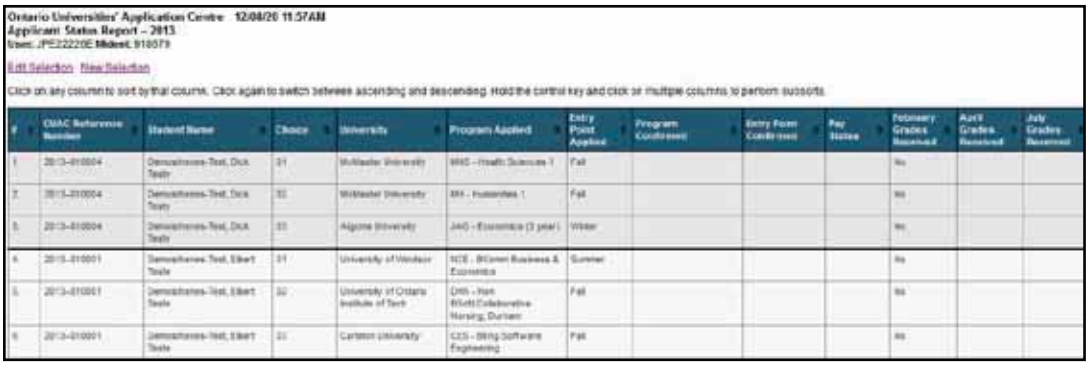
Ontario Universities' Application Centre 12/08/20 11:57AM
Applicant Status Report – 2013
Edit Selection New Selection
Click on any column to sort by that column. Click again to switch between ascending and descending. Hold the control key and click on multiple columns to perform subsorts.

Fig. 35

*Current-year students who applied after a particular grades collection period will have "No" displayed under the applicable "Grades Record" columns for all collections prior to applying. However, if the school/board has included academic data in their electronic file for the applicant in the November transmission, the OUAC will update the applicant's academic record with the grades received once the applicant has applied. Any further updates or additions to the applicant's academic data will need to be completed using the COLS "Academic Updates" option.

10.2: Grades Report

The "Grades Report" provides a summary of university applicants' grades in the OUAC database.

You will be presented with a list similar to Figure 36 after selecting "Grades Report" on the "Reports" screen.

The data is segmented into groups of 49 applicants and is sorted alphabetically. For example, the report below is for applicants 1–49 of a total of 646 students. Scroll down to view the entire list of 49 students. You may view the grades data for other students by selecting other groupings at the top of the screen (e.g., 50–99, 100–149, 150–199).

Total Students: 41

Click to Return to Guidance Counsellor's Online Services.

1. [PAGE TOP]

OUAC Refno	2013-010001
Student Name	Demosthenes-Test, Elbert Teste
PIN	LEy9
Secondary School Literacy Requirement	Completed in English
Community Involvement	Not Reported
Highest Level of Education	Ontario Secondary School
OSSD Status	By End of School Year
OSSD Issue Date	Not Reported
Specialist High Skills Major complete?	Not Reported
Specialist High Skills Major (SHSM) Program	Not Reported

Course Code	Comp Date	Cred	Mark	Source	Type	Course Type	Status	Delivery	Lang	Action	WebUpd	Notes
Technological Design												
TDJ3EQ	2012/06	0.50		APP	P	R		N	B			
Technological Design												
TDJ4MP	2012/06	2.50		APP	P	O		N	F			Cooperative education
Manufacturing Engineering Technolog												
TMJ3C0	2012/06	4.00		APP	P	O		C	F			Cooperative education
Transportation Technology												
												Specialist High Skills major Course taken at an innsected private school

Fig. 36

10.3: PIN Checklist

The "PIN Checklist" (Fig. 37) provides a current list of the PIN access codes that your university applicants used when applying online. The PIN access codes are required to access the application to review, change, and respond to university offers of admission. This list is provided in alphabetical order and is available in HTML or Excel format.

The list is cumulative and will be modified to reflect PINs for new students for whom you have selected "Create a PIN". Students who have already received a PIN and have transferred to your school will not appear on this list. Like all students, their PIN can be viewed using the "Inquiry" option.

Ontario Universities' Application Centre 12/08/20 12:01PM
SSOLA PIN Listing
User: JPE22226E **Mident:** 918679

NOTE:
a) To print an individual PIN, click on the student's surname.
b) Applicant OUAC Reference Numbers are not displayed on this report for security purposes.
c) Default sorting is by surname.

Hardcopy

#	Surname	First Name	PIN	SSSN

No Applicants Found.

Electronic Data / Create a PIN

#	Surname	First Name	PIN	SSSN
1.	fufjkqjk	iujknk	AT2L	235689235689
2.	itjlhvnmj	tykuvj	CpYd	852145698410
3.	iutilbnm	yuukvnjb	Le9R	901459785200
4.	Dejager-Test	Sid	ANTt	100800002503
5.	Dejager-Test	Titus	CQg6	100800006058
6.	Dejager-Test	Lino	LRA7	100800008518
7.	Dejoode-Test		mYA7	100800000812

Fig. 37

If you need to print an individual PIN access letter for a student, select the HTML option and then click on the student's surname. A screen like the one depicted in Figure 38 will appear. You can then print this page using your browser's print option.

Ontario Universities' Application Centre 12/08/20 12:05PM

SSOLA PIN Listing

Mident: 918679

Surname	First Name	PIN	SSSN
Guidance	Site	AhT9	123456789123

Fig. 38

ONTARIO UNIVERSITIES' APPLICATION CENTRE

CENTRE DE DEMANDE D'ADMISSION
AUX UNIVERSITÉS DE L'ONTARIO

170 Research Lane
Guelph ON N1G 5E2
Phone: 519-823-1940
www.ouac.on.ca
http://guidance.ouac.on.ca